




Engaging Presentation Skills

YOU ARE SPEAKING. IS ANYONE LISTENING?

- 
1. Comfort level?
 2. Engaging?
 3. Virtual success?
 4. Feeling anxious?
 5. Just okay? Or outstanding?

55%=body language

38%=voice

93%=not what we say

7%=words


*Source: Silent Messages. Dr. Albert Mehrabian

Please stop!!



Dilbert cartoon



- 
1. Does it clarify?
 2. Does it prove?
 3. Does it add interest?

Maximum number of slides


length divided by two plus
one

$$\frac{20}{2} + 1 = 11$$

Too much text.

Don't do this!

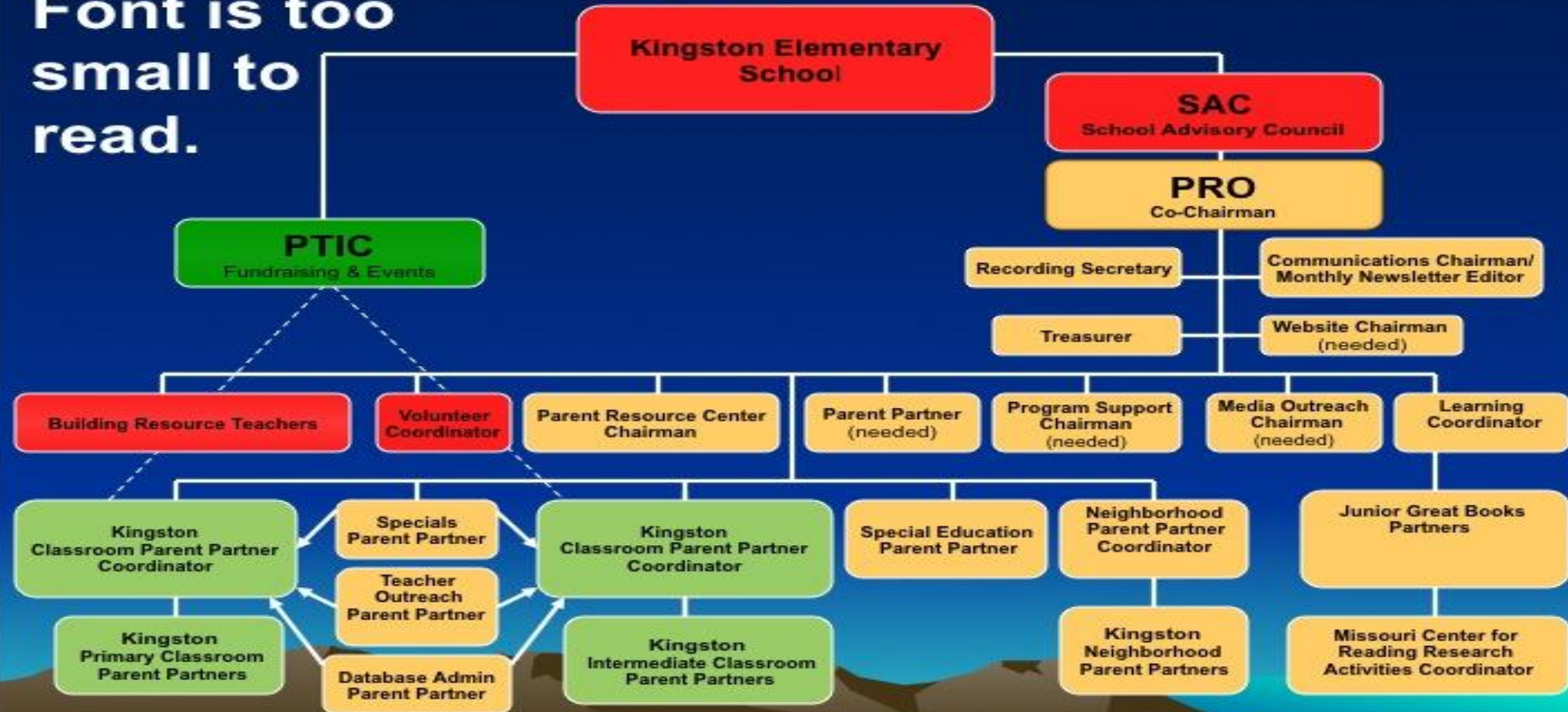
- This is an example of a slide with way too much text. It includes every word that the presenter will say.
 - The sub-points are too small to read on screen, especially if someone is sitting near the back
 - You're not even going to see this one
- The bullet points have way too many words. For example, I could have just wrote "**use fewer words in bulleted lists**", which would be 6 words instead of 29
- Using too much **bolding**, *italicizing* and underlining will make the audience loose confidence because they will think that everything is equally important or that nothing is very important
- You can see how hard this presentation is to look at with the three-colour background and 3 different colours for the font

- 
1. Does it clarify?
 2. Does it prove?
 3. Does it add interest?

Charts

Too busy.
Font is too
small to
read.

Project PRO Organizational Chart



Dynamic Delivery



Nonverbal Communication

1. Posture
2. Eye contact/Facial expressions
3. Gestures

Verbal Communication

What do you do with your voice?

Volume

Rate

Filler words



Articulation-each distinct speech sound

Example: What are you doing?

OR

Whatyadoin'?

Singing instead of singin'

Tongue Twisters

She sells seashells by the seashore.

Peter Piper picked a peck of pickled
peppers.

The sixth sheik's sixth sheep's sick.

She sells Swiss sweets.



Mr. Spinx thinks the sphinx stinks.

Fran feeds fish fresh fish food.


Ike ships ice chips in ice chips ships.



Does your shirt shop stock socks with
spots?

Seven shy soldiers salting salmon
shoulder to shoulder.

Literally literary. Literally literary.
Literally literary.



The fickle finger of fate flips fat frogs
flat.

Crisp crust crackles. Crisp crust
crackles. Crisp crust crackles.



Pronunciation: the whole
word said correctly
academy, aluminum, rural

Do you know how to pronounce these words?

Bury	(like the fruit)
Almond	(Ah-mund, not All mund)
Dessert	(dizz-urt. What we eat after a meal)
Desert	(des-surt. Sandy place with little water)
Coupon	(koo-pon)
Plumber	(plummer “b” is silent)
Salmon	(sa-mun “l” is silent)

Commonly Mispronounced Words

athlete NOT athulete

realtor NOT reluhtor

often ('t' is silent)

etcetera NOT excetra

especially NOT expecially



mischievous (Miss-che-vus NOT Miss-chee-vee-us)

regardless NOT irregardless

orient NOT orientate

probably NOT probly



library NOT liberry

mayonnaise NOT mannaise

prescription NOT perscription

espresso NOT expresso

asks NOT axed

Virtual Presentations

Disadvantages:

1. Separation
2. No office (currently)
3. Feels different
4. No feedback
5. Easily distracted

Common Mistakes



1. Where to look
2. Camera placement
3. Poor posture
4. Flat delivery
5. Mic is hot
6. Interview flops

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