

# PRESENTATION

WEEKS 12 - 13

8 HOURS

- **Planning**
- **Writing**
- **Completing (including power-point)**
- **Rehearsal of the presentation**
- **Delivering the presentation**
- **Evaluation and analysis of the presentation**



# PRESENTATION

## PLANNING:

1. **Get to know your listeners:** Clarify the interests and needs of your listeners and determine what values, hopes, advantages, fears and concerns your listeners have: know the level of the audience on your topic.
2. **Analyse the circumstances around your talk:** Know the age group of the audience, how many people will there be and what has brought your audience together.
3. **The location and the size of the audience:** Check the room size, seating arrangements, layout and set-up.

# PRESENTATION

## WRITING:

1. Brainstorm the topic: Write down everything about the topic that comes to your mind.
2. Get the hard information: Read up and research as much information as possible on your topic. The facts, statistics, quotes and opinions that your research produces will add to the persuasiveness of your presentation.
3. Write a draft and read it aloud: when you write the first draft of your speech, it should contain the three basic elements:
  - ***The Introduction***
  - ***The Discussion***
  - ***The Conclusion***
4. Use visual aids: Visual aids help to create interest and to illustrate points that may be hard to explain using words alone.

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Here are some visual aids that you might consider for your presentation:

- Overhead projector and transparencies
- Whiteboard
- Flip charts to prepare
- Video clips
- Models and/or samples
- A computer based program such as Microsoft Power Point.



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## COMPLETING:

1. Practice: The more rehearsals and the more practice you do, the better you will become.
2. It's natural to feel nervous: Avoid nervousness by taking a deep breath, hold it. Then let it out with a confident smile.

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## Delivery of your speech:

The following seven factors will contribute towards our success during the presentation:

- Your start
- Audience mood
- Your voice
- Body language
- Your visual aids
- Timing
- Conclusions



# LOGOS AND LETTERHEADS

Week 14

4 hours

- Students are made aware of functions of logos and letterheads
- Students are given samples of logos and letterheads and discuss the messages they symbolize
- Students design their own logos and letterheads and present their views based on their designs