

# Effective Presentation Skills

# Introduction

- " .....some of the worlds best public speakers will admit that they are shy. How do they do it then ?"



# Why be a good public speaker ??

- Application of techniques
- Remember that being interviewed in person in order to get a job is very largely about demonstrating your ability to answer and ask questions and in other words giving a short presentation.

# Speech Content

- The most important question to be answered
- Structure of a good presentation
  - > Creativity
  - > The Introduction
  - > The Content & Structure
  - > Ending

# How to deliver an address

- ◉ If you follow AND PRACTISE the following secretes you will soon realise that the fear to talk in front of people is simply a fear.....



# Using yourself to deliver an address

**Voice**

**Eye Contact**

**Pace**

**Volume**

**Body Language**

**Appearance**

# Handling Speech Anxiety

- ◉ Appendix I – PRESENTATION CHECKLIST
- ◉ Appendix II – PRESENTATION EVALUATION FORM

# Summary

**We have come to the end of our training session  
and let us quickly refresh:**

- 1. WHY BE A GOOD PUBLIC SPEAKER?**
- 2. SPEECH CONTENT**
- 3. HOW TO DELIVER AN ADDRESS**
- 4. USING YOURSELF TO DELIVER AN ADDRESS**
- 5. HANDLING SPEECH ANXIETY**