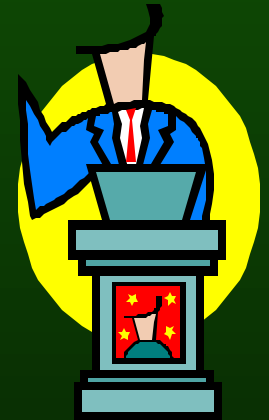


Giving a Presentation

Curtis Caldwell



DALE CARNEGIE®
TRAINING

Curtis Caldwell

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Preliminaries: Understand your

- Message: Explicit, Implicit
- Audience: Present, Extended
- Context: Situation Awareness
- Environment: Time, Facilities, Help, Cost

Learning Goal of Speech

- Practice using PowerPoint in front of an audience
- Reduce future fear of giving talks
- Experience in creating a presentation
- (Hustle for a grade 😊)

Ground Rules



- 5 minute time limit, strictly enforced!
- 4 to 6 slides
- Topic of your choice
 - May be controversial
 - May not contain pornography
 - May not use profanity

Getting Into the Act

- Dress for the message
 - Don't buy clothes for this assignment
- Perform for the occasion
- Use additional props if desirable



Evaluation

- By students
- Judge using guidelines
- Consider preparation and presentation



Presentations are used to

- Inform
- Teach
- Persuade
- Inspire



Preparation

- Define the topic
- Define level of detail
- Draft the presentation
- Review the draft
- Formalize the presentation
- Dry run presentation
- Final corrections or modifications

Content

- TEXT

- Technical correctness
- Grammar
- Spelling

- GRAPHICS

- Simple
- Line Weight
- Large Letters

Slide Design

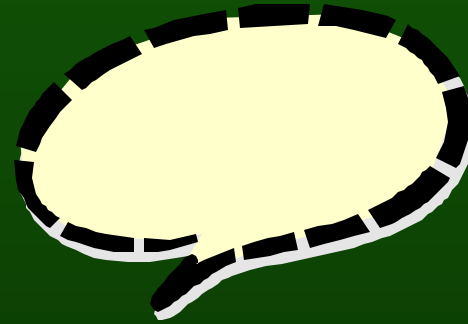
- One topic per slide
- Simple
- Large letters
- Simple font
- Date and slide number
- Layout
- Color scheme
- Transition effects
- Animation
- Sound effects
- Multimedia links

Common Slide Mistakes

- Using too many slides
- Too much on a slide
 - 7 words/bullet
 - 5 bullets
- Overuse of bells and whistles

Time Allowed	Number of Slides
5 minutes	4 – 7
15 minutes	5 – 15
50 minutes	10 - 40

Dry Run



- Physical Facilities

- Equipment operation
- Podium, microphone, noise
- Screen, lighting and shades
- Air conditioning and windows

- Presentation

- Timing and transitions
- Confidence building
- Honest friend
- Anticipate questions

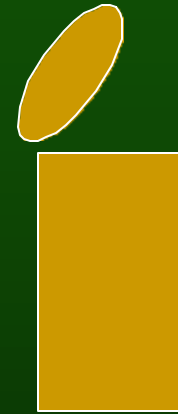
Public Speaking

- Do
 - Speaking too fast
 - Look at audience
 - Pause for audience to absorb slide
- Do Not
 - Read script or read the slide
 - Exceptions
 - Accuracy is vital
 - Stating Policy

Clear Language

- Avoid
 - Slang
 - Idioms
 - Techno-babble
 - Um, Ah, Ya know
- Do not avoid
 - Technical words that precisely express

Opening



- Identify yourself.
- Establish relevancy of topic to audience.
- Establish your qualifications to speak on the topic.
- Get audience involvement.

Body



- Confidence.
- Stick to the subject.
- Visual and verbal evidence.
- Cite incident or anecdote.
- Logical transition between points.

Handling Questions



- Honesty, credibility.
- Think on your feet.
- Don't be afraid to say "I don't know".

Close

- Summarize your points.
- State your conclusion. Make it relevant to your audience.

