

STRUCTURE OF AN EFFECTIVE PRESENTATION:

A good presentation can only be different from a normal one because of its structure. The structure has to be clear, analytical, and accurate. To keep the listeners interested and involved, you must effectively arrange facts and ideas.

The structure of a presentation includes;

1- INTRODUCTION

2- MIDDLE

3- CLOSING

1- INTRODUCTION:

You need to introduce yourself and greet the audience. Then, you have to introduce the subject of the presentation. Keep in mind that a catchy title can grab your audience's attention. Give your focus on the first five minutes of the presentation. Explain the topic thoroughly and state the purpose of your presentation.

You can start your presentation with a fact, photo, question, or video.

2- MIDDLE

This part includes the main points that you paid attention to in the introduction. This part functions as the backbone of the presentation. In this part, you have to add justifications and clarifications to support everything that you indicated at the start. You have to provide supporting information and read out the main points on your checklist in one or two sentences. You have to put all the main points chronologically, for example, past, present, and future.



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3- CLOSING:

This part is also called the conclusion. In this part, you summarize everything that you said during your presentation. You restate your objectives and what you want from them. You can ask the audience whether or not do they have any questions. You can end it with a fact or a quotation.

You give an overview of what you presented. At the end of the presentation, you have to thank the audience for paying attention and listening to you.

COMMON PRESENTATION MISTAKES;

1- LACK OF PREPARATION:

You have to start preparing for your presentation weeks before you give it. Even top inspiring speakers have to practice many times before going onto the stage. The more amount of time you spend preparing, the better you become at public speaking.

2- FOREIGN VENUE AND EQUIPMENT:

You have to make sure that you go to the event and examine the equipment a day before the presentation. You can get in trouble if the projector does not work in that venue or the laptop does not work.

3- INSUFFICIENT ATTENTION TO THE AUDIENCE:

If you do not pay attention to the audience, they can lose their interest and not pay attention to you. A boring presentation can make the audience sleep. So, do pay attention to what your audience needs.



4- PRESENTERS USE UNSUITABLE CONTENT:

It is our duty as a presenter to keep the content of our presentation as clear as we can. The level of the content has to be simple. Use simple vocabulary so that the audience can get what you are trying to deliver.

5- PRESENTERS SPEAK INCOHERENTLY:

It is natural to get nervous while delivering a presentation. You cannot get anxious to a point where you start taking deep breaths on the mic and speak incoherently. If you do not deliver properly, the audience will not understand what you are trying to say. It will be fruitless to give a presentation if you cannot speak clearly and confidently.

6- NOT MAKING EYE CONTACTS AND MOVEMENTS:

Presenters need to show their excitement through body gestures and movements. You cannot stay still in one place. A presenter does not create a good impression if he keeps looking at the screen or his notes. He has to keep looking at the audience from time to time and make eye contact with them.

THE CONCEPT OF STAGE FRIGHT:

The fear of speaking in public is known as stage fright. It is when one feels uneasy to talk in front of a crowd. The anxiety, shakiness, high blood pressure, sweating, and nervousness you get whenever you speak in front of an unfamiliar audience are symptoms of stage fright.



CAUSES OF STAGE FRIGHT;

1- PAST PUBLIC HUMILIATIONS AND THE FEAR OF BEING JUDGED:

The fear of getting humiliated in public has become common nowadays. We are afraid to speak up on stage, as we think people can make fun of our pronunciation, accent, or physical appearance. We become self-conscious of our physical appearance and lose self-confidence. I am pretty sure you must have gone through the phase when you wanted to speak something, but you could not speak due to the fear of being judged. We have to accept the fact that humans can make mistakes.

2- UNFAMILIARITY WITH THE AUDIENCE:

It is common to get a sense of anxiety whenever, you have to give a presentation to an unfamiliar crowd.

3- PREPARATION:

Lack of preparation can increase the level of your anxiety. It is totally your fault if you show up on the day of your presentation unprepared. You cannot become successful in delivering a presentation without preparation, the way you cannot pass an exam without studying. Lack of preparation increases the risk of failure, and you become nervous while doing your presentation.

4- COMPARISON AND COMPLEXES:

I have observed quite a few times that you give up on speaking because of your complexes. You do not have to compare yourself to others. These complexes won't do any good to you. Your degrading yourself will eventually make you a loser in your life. So, wake up and start believing in yourself, please!

HOW TO GET RID OF STAGE FRIGHT AND BECOME A BETTER SPEAKER?

1- PRACTICE, PRACTICE, AND PRACTICE:

You all must have heard practice makes a man perfect. So, why not try this in the area of presentation. You cannot become better at a thing if you do not practice much.

Remember, nobody was born perfect. The ones who are better than us become better by practicing.

2- SPEAK TO YOURSELF REGULARLY:

It may sound a bit childish, but people who speak to themselves do get better at public speaking. By talking to yourself, you get to know about the areas where you lack.



3- LEARN FROM YOUR MISTAKES BY WATCHING YOUR RECORDED SPEECHES:

Humans learn from their mistakes. There is not a single person who does not get nervous or makes mistakes while delivering their speeches.

So, watch your recorded speeches and point out the mistakes to become better.

4- BELIEVE IN YOURSELF AND DO NOT RUSH:

It is vital to go onto the stage with the belief that you can do it. Stay positive and do not rush while speaking. We often get nervous and forget when we talk fastly. Maintain a slow pace and say your words clearly.

Remember, you can only become better at speaking if you avoid stress, practice and do not care about what others say about you.



SUMMARY AND CONTENTS OF THE PRESENTATION:

- 1- DEFINITIONS OF PRESENTATION AND PRESENTATION SKILLS.
- 2- THE IMPORTANCE OF PRESENTATION SKILLS.
- 3- WHAT ARE EFFECTIVE PRESENTATION SKILLS.
- 4- ELEMENTS THAT CAN MAKE AN EFFECTIVE PRESENTATION.
- 5- STRUCTURE OF AN EFFECTIVE PRESENTATION..
- 6- COMMON PRESENTATION MISTAKES.
- 7- STAGE FRIGHT AND HOW TO BECOME A BETTER SPEAKER.



THANK YOU FOR LISTENING TO US!