



کراچی یونیورسٹی

University of Karachi

Office of the Dean, Faculty of Sciences

RESEARCH METHODOLOGY II (ASR 702)

Presentation Skills in Sciences (Thursday, Feb. 11, 2009)

Lecture notes available at: <http://www.ngds-ku.org/DFS/Pres.pdf>

Objectives

- Plan and prepare effective presentations
- Effectively communicate to convince
- Present ideas in a logical and an organized fashion
- Overcome stage fright
- Use appropriate visual aids to support point of View

Outline

Ø Prolog

- Importance of presentations
- Common myths

Ø Effective Presentations

- Plan the presentation
- Organize content
- Prioritizing information
- Analyze the audience
- Contents
- Delivery
- Visual aids

Ø DO's of Presentations

- Open presentation effectively
- Maintain eye contact
- Include personal experiences
- Be objective and focused
- Use effective listening techniques
- Summarize
- Be confident
- Follow time bar

Ø DO NOT's of Presentations

- Do not use laser pointer carelessly
- Do not lean on rostrum or wall
- Do not play with equipment
- Do not show unreadable slides
- Do not read slides
- Do not fiddle with slides
- (applies to OHP presentations)
- Do not repeat the same sentence
- Do not address one individual only
- Do not use A'h , basically, etc.
- Do not talk to yourself
- Do not speak to the board or the projection screen
- Do not give a sermon (monolog)
- Do not communicate to the audience, communicate with the audience (involve)

Ø Epilog

- Be prepared for the unexpected
- Be brief and to the point

Some Tips (to prepare and give effective presentations)

Ø Organize content and prioritize information

- Must know
- Should know
- Nice to know

Ø Open presentation effectively

- Grab attention
- Bring out purpose of presentation

Ø Use visual aids effectively

- One visual aid to other to maintain interest

- Arrange to optimize information dissemination

Ø Present data through pointers

- Tables, charts, graphs
- Comparisons, predictions, recommendations

Ø Maintain eye contact

- Do not look over people's head
- Do not look at everyone: eye dart
- Do not look at the same few people all the time

References

- Mandel S, Fanning P, *Messages: Effective Presentation Skills: A Practical Guide for Better Speaking*, New Crisp Publications, Menlo Park, Ca., USA, 3rd Edition, 2000
- Rotondo J, Rotondo M, *Presentation Skills for Managers*, McGraw Hill, New York, USA, 2001
- Bradbury A, *Successful Presentation Skills*, Kogan Page, London, UK, 2nd Edition, 2000

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