




کراچی یونیورسٹی

*University of Karachi*

**Department of Mathematics**

## The Professional Skills Development Seminar Series

Second Seminar: **Presentation Skills** by  
Prof. Dr. Syed Arif Kamal , Professor and Chairman,  
Department of Mathematics, University of Karachi,  
Karachi, Pakistan; [profdrakamal@gmail.com](mailto:profdrakamal@gmail.com)  
*Homepage • vita*

Thursday, March 16, 2006

- **Prolog**
  - Importance of presentations
  - Common myths
- **Effective Presentations**
  - Planning the presentation
  - Organize content
  - Prioritize information
  - Analyzing the audience
  - Contents
  - Delivery
  - Visual aids
- **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
- **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)
- **Epilog**
  - Be prepared for the unexpected
  - Be brief and to the point

### *References*

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

Next Seminar: **Goal Setting** by the same presenter  
Thursday, March 30, 2006 (1145h) Room No. 24

Web address of this document: <https://www.ngds-ku.org/Professional/Notes02.pdf>

Department of Mathematics, University of Karachi, Karachi 75270, Pakistan  
Tel: +92 21 9926 1300-15 ext. 2293