

# Office of the Dean, Faculty of Science

# **RESARCH METHODOLOGY II (ASR 702)**

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

Web address of this page: 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

# **ODE 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

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