Lunch and Learn: Presentation Skills

Speech Communication Center
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Goal = clear communication

1. Prepare and practice
2. Know your audience
3. Use dynamic delivery
4. Manage anxiety
Two tips

1. Write for the ear, not the eye
   -- shorter sentences
   -- fewer high dollar vocabulary words
   -- 1 chance to understand
Closed for the season.
Reason?
Freezin’!
2. Take audience by the hand...figuratively
--organization is key
--introduction, body, conclusion
Introduction

Attention-getter
Relevance—why should I care?
Preview—what is being covered?
Limit main points
Use strong transitions
Conclusion

Recap/review
Close with impact
Virtual Presentations
Preparing for a Virtual Presentation

- Test Technology
- Choosing your space
- Prepare a visual aid
- Dress Professionally
During a Virtual Presentation

- Eye contact
- Body Language
- Interact with your audience
- Verbal Delivery
- Timing
Public Speaking Anxiety
Public Speaking Anxiety

- What are the symptoms?
- How do we cope?

Preparation

- Audience
- Subject matter
- Your qualifications
- Practice
- Grounding Techniques
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<th>Virtual Only</th>
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