

Presentation Techniques

A decorative horizontal banner featuring a collage of autumn leaves in shades of yellow, orange, and green on the left, and a blue, rocky or crystalline texture on the right. The banner is set against a light yellow background with a subtle gradient.

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Overview

- Thinking about presentation
- Presentation Delivery
- Gesture Meaning
- Plan your talk
- Presentation Tricks
- PowerPoint Presentation Awareness
- Working with PowerPoint
- Make your presentation look good



Thinking about Presentation

- Knowing your subject
- Knowing your audients and their expectation
- Structure your presentation
- Practice make perfect
- Be prepared!



Presentation Delivery (I)

- Voice
 - What to say is equally important as how to say
 - Voice level, pitch, tone changing
- Body language
 - Your body language reveals your attitude
- Use your hands to emphasize
 - Too much hand waving causes irritation



Presentation Delivery (II)

- Appearance
 - Dress properly (time and occasion) influence the audience's attitudes
- Eye contact as much as possible
 - Don't stare at individual (intimidating)
- Standing position
 - Not block the screen

Gesture Meaning (I)

- Standing with hands on hips
Meaning: Readiness, aggression



Gesture Meaning (II)

- Arms crossed on chest
Meaning: Defensiveness



- Walking with hands in pockets, shoulders hunched
Meaning: Dejection
(ความหดหู่ใจ, ความเศร้าซึม)



Gesture Meaning (III)

- Hands clasped behind back
Meaning: Anger, frustration, apprehension



- Rubbing hands
Meaning: Anticipation
(ความคาดหวัง, ความมุ่งมั่น)





Plan your talk - Timing

- Before Presentation
 - Prepare Script and equipment
- Start Presentation
 - Introduce yourself
 - Show your presentation outline and introduction



Plan your talk - Timing

- Middle Presentation
 - Check your time and adjust
- Ending your Presentation
 - Conclude your talk (brief but clear)



Presentation Tricks

- Don't try to read
 - Either from script or your slide
- Don't try to remember long sentences
- Don't sway
- Speak clearly and not too fast
- Be yourself
 - Joke is not for a novice



PowerPoint Presentation Awareness

- Bullet point and short sentence
- Quantity of material per slide
- Font size at least 24 and only 2 text typefaces
- Simple background and color
- Be consistent
- Don't overuse abbreviations



Make the presentation look good!

- More interesting
 - Slide transition, voice and picture
 - Not too interesting (Distract your presentation)
- More understandable
 - Related to the subject
 - Picture
 - Animation



Conclusion

- How to prepare for the presentation
- Presentation tricks
- PowerPoint Awareness