

MASTERING PRESENTATION SKILLS

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Session 1 of 3



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AGENDA FOR THE DAY

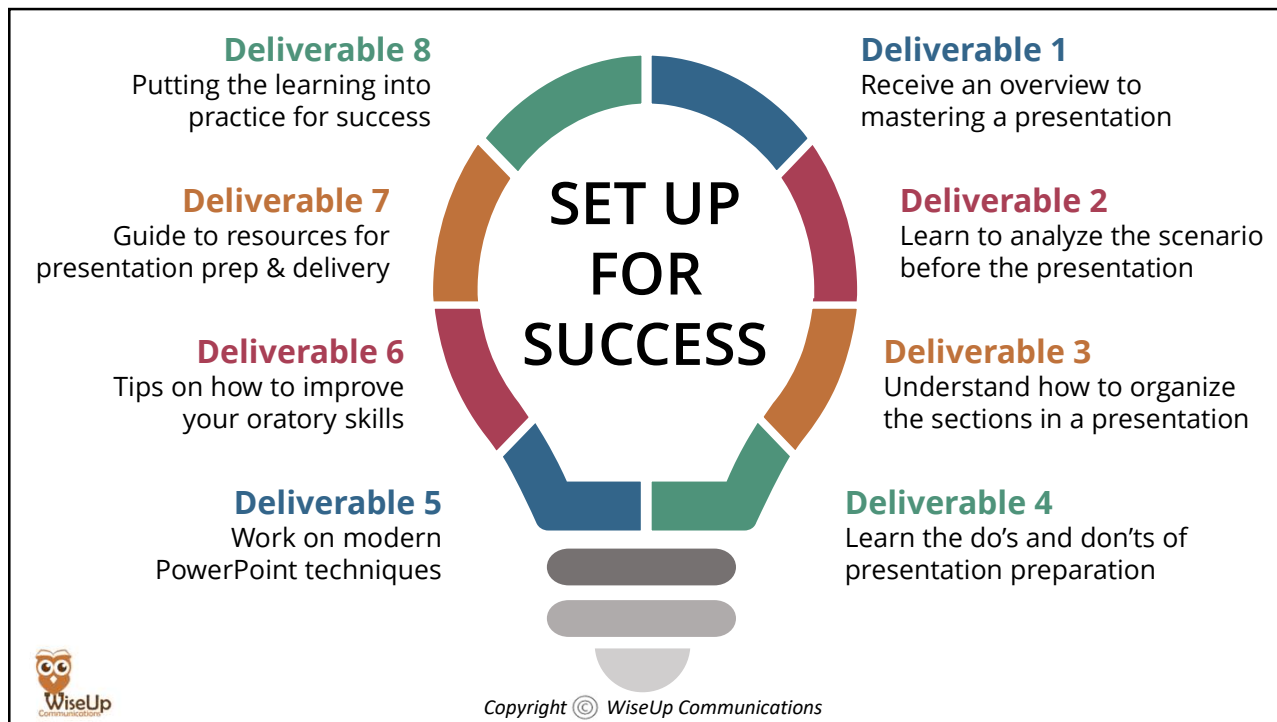


- 1 → Setup for success
- 2 → Know your expectations
- 3 → Presentation overview
- 4 → Presentation prerequisites
- 5 → Presentation preparation
- 6 → Time for questions



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ANALYZE THE SCENARIO

Purpose

- to inform
- to instruct and/or
- to persuade



Audience

- their role
- knowledge level
- information needs
- attitude

Context

- channel
- time
- venue



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ORGANIZE THE CONTENT



- Get attention
- Establish credibility
- Introduce topic, key message
- Give preview of presentation

- Elaborate main points/claims
- Back claims with evidence, explanation, examples, illustrations, statistics, data etc.

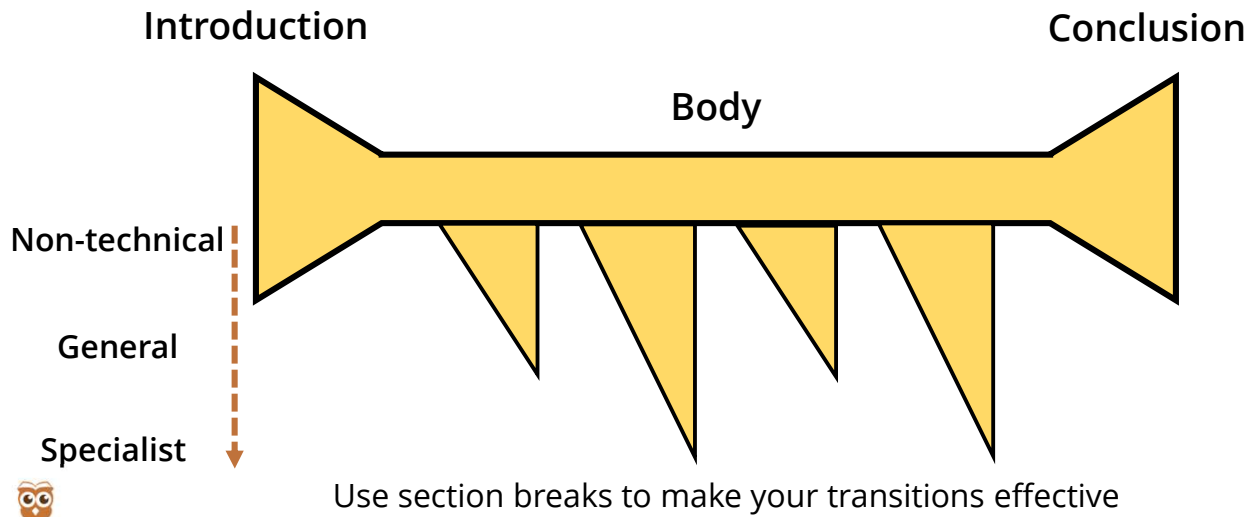
- Include quick summary
- Reiterate key message
- Call for action, if required
- End with memorable closing message



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ORGANIZE THE CONTENT



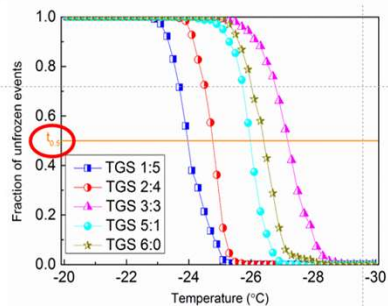
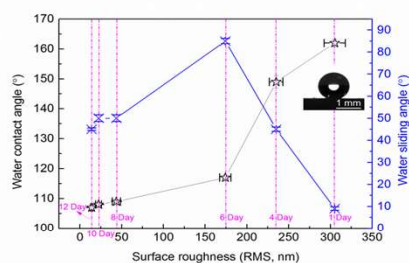
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CRITIQUE THE PRESENTATION SLIDE

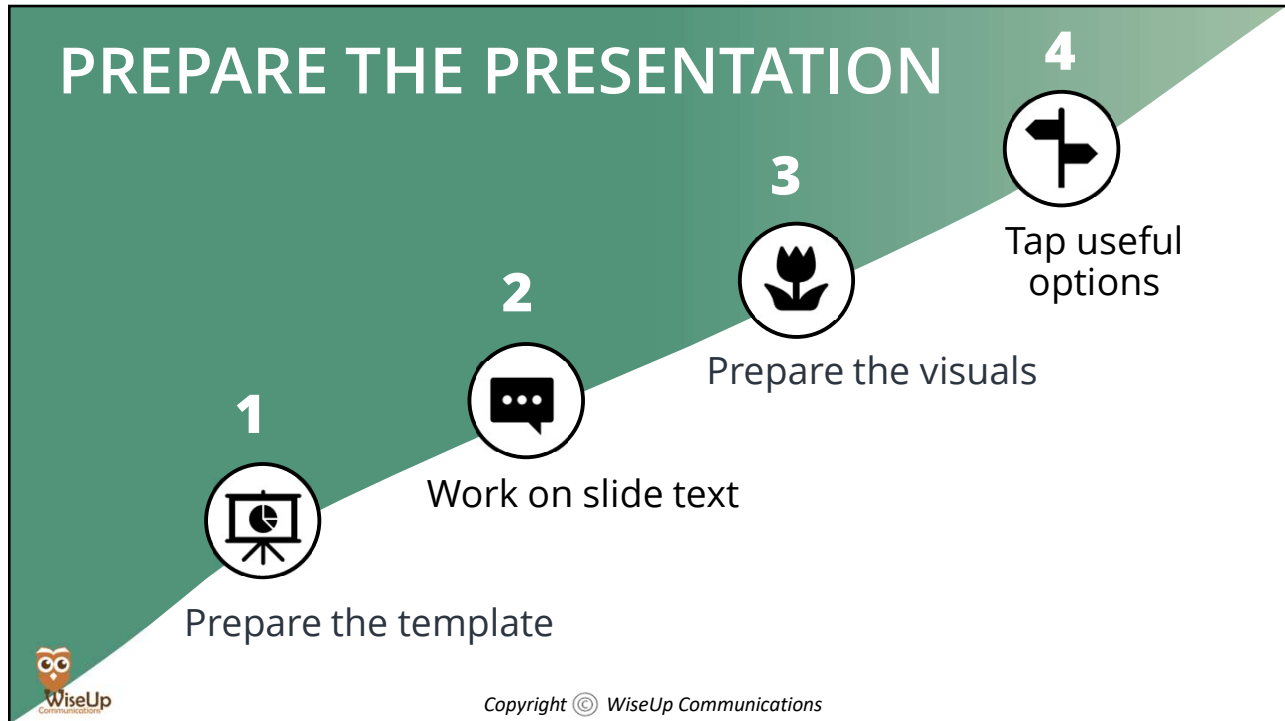
Accomplished Work-1

Factors affect ice adhesion



No simple correlation between surface roughness and ice adhesion. No simple correlation between apparent surface energy and ice adhesion. Mean Roughness (Ra) or RMS is inadequate to reflect the actual surface structure details. Surfaces with protruding peaks, cavity, and other irregularities may give the same roughness reading. Instead of surface roughness, surface topology / geometry plays an important role in ice adhesion. Effect of surface energy, dispersion status and size of nanoparticles on surface morphology has been studied. Experimental study on five superhydrophobic coatings found that water repellency sufficient for icephobicity.

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TEMPLATE BACKGROUND EXERCISE

Which of the following backgrounds can be used for a formal presentation?

Sample 1

Slide Background

- This slide has a textured background

✗

Sample 2

Slide Background

- This slide has a gradient background

✗

Sample 3

Slide Background

- This slide has an image background

✗

Sample 4

Slide Background

This slide has a plain white background

✓


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TEMPLATE DESIGN FEATURES EXERCISE

Which of the following design features can be used for a formal presentation?


Sample 1




Sample 2



Sample 3



Sample 4



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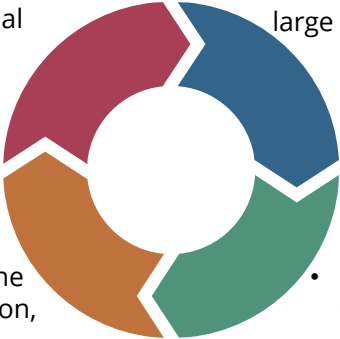
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TEMPLATE BACKGROUND

- Avoid backgrounds with textures, patterns, gradients or pictures
- Use plain background as it is less distracting and more professional
- Prefer light-colored background as it is easier to print

TEMPLATE DESIGN FEATURES

- Avoid complicated or irrelevant design features like waves, shapes, patterns etc.
- Avoid design features which occupy a large portion of the slide
- Use simple and consistent design features across all the slides



TEMPLATE SLIDES

- Ensure the title slide contains the title, your name, your designation, university name and date.
- Always include content slide, section breaks, and summary slide in your presentation

TEMPLATE COLOURS

- Choose colors – either shades of the same colour or complementary colors using colour palettes
- Ensure colour of text and background have adequate contrast
- Don't use a lot of colours; a good limit is 3

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COLORS



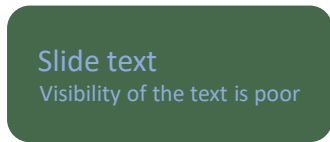
Choose professional colors



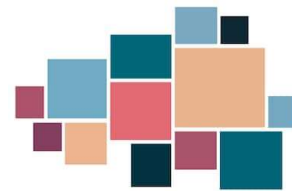
Colors should complement rather than clash



Don't use a lot of colors; good limit is 3



Color of text & background should have adequate contrast



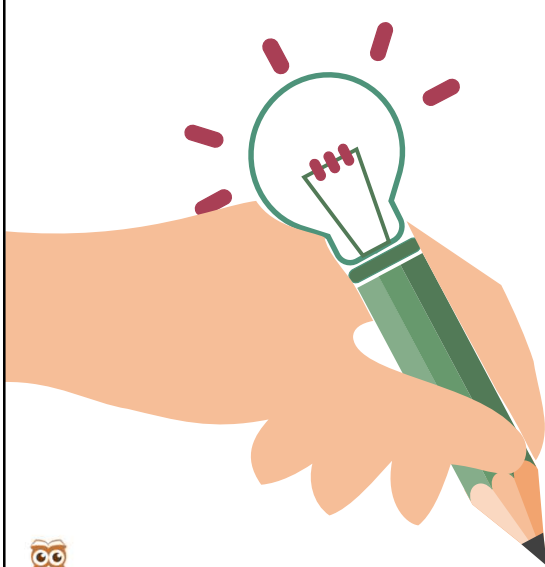
Use PowerPoint/online color schemes for best combinations



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WORK ON SLIDE TEXT



Limit the amount of text

- Follow 7 by 7 principle
- Avoid using full sentences



Use appropriate Case

- Use Title Case only for slide titles
- Use Sentence case for the slide content
- Avoid UPPER CASE for the slide content



Make slides reader-friendly

- Use font size ~ 20 - 28pt for normal text, ~ 32 - 44pt for headings and ~ 12 - 14pt for references
- Minimize or avoid use of Word Art & Italics
- Use **Bold** or Underline only to highlight



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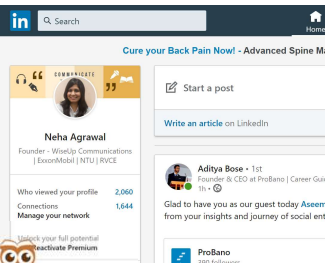
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Sans Serif Fonts

TEXT

The width of the letters remains constant throughout making it easier to read

Arial, Calibri, Proxima Nova, Open Sans



Serif Fonts

TEXT

The width is different at the ends or tail of the letters

Times New Roman, Georgia, Palatino



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WORKING ON SLIDE TEXT EXERCISE

MOBILE CHARGING CAP



- The main objective of this proposal is to introduce a wearable, portable, and user-friendly accessory called a solar cap.
- This cap is basically an ordinary cap but with an upgrade, where it has a solar cell, a solid-state semiconductor device which produces DC electricity by changing the power of light, that can charge your electronic device, especially mobile phone just by standing or walking during the day.
- Solar caps are also very eco-friendly where it doesn't contain any volatile elements and uses sunlight for generating electricity.
- Compared to the current portable charger, its less space consuming and easier to be used.

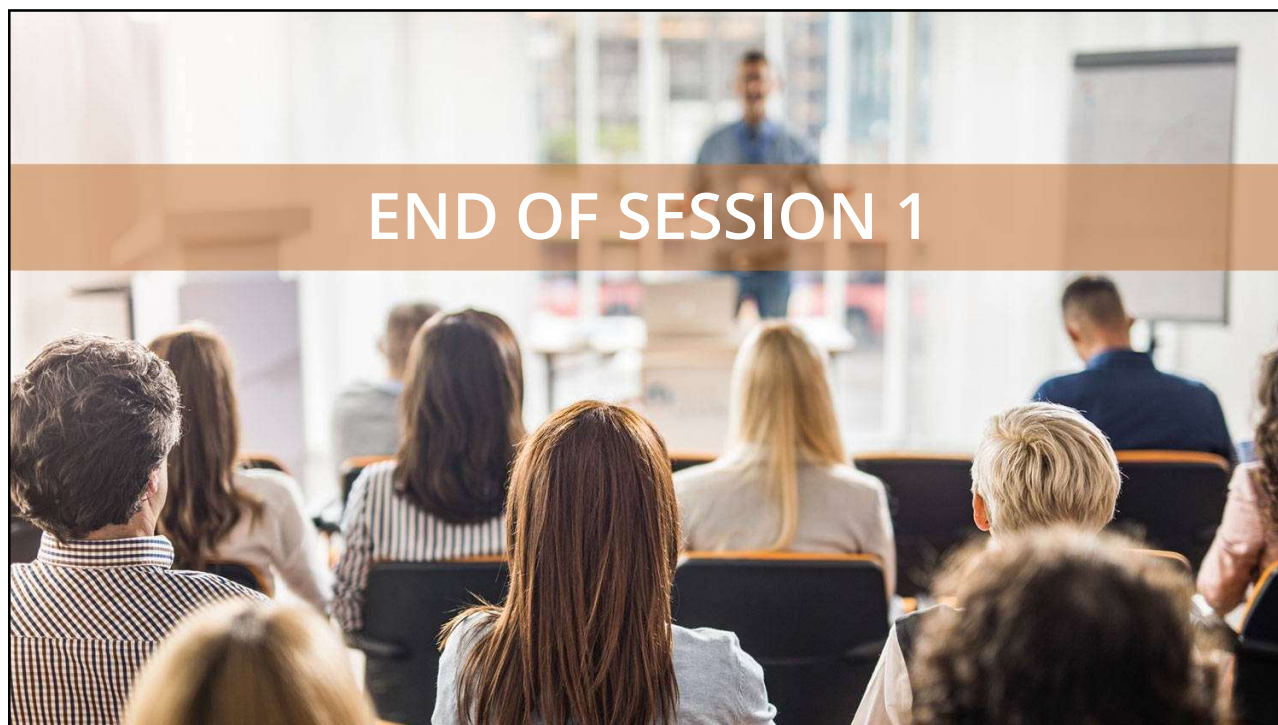


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