

**U N  T E**

UNITE THE WORLD WITH AFRICA FOUNDATION, INC.

# **PRESENTATION SKILLS**

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# What is a Presentation?

- A presentation is a speech or talk in which a new idea or piece of work is shown and explained to an audience.
- It may be in form of a demonstration, introduction, lecture, or speech meant to inform, persuade, inspire, motivate and present a new idea.



# Group Activity 1

**Question 1: Have you ever done a presentation before?**

**Task 1: The group leader should pick four individuals to give a short one-minute presentation about how they feel being a member of the Unite School Club program.**

**The rest should pay attention and give comments when they are done.**



# Where can you give a Presentation?

1. In the classroom

2. In a conference

3. In a meeting

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

*The first few examples have been done already. Group leader should ask the club members to mention at least one place and members should write the answers in their notebooks.*

# TIPS FOR GIVING GOOD PRESENTATIONS



## 01. Be Prepared

Being prepared is by far the most important element. Preparation beforehand will help you get an accurate picture of how you speak.



## 02. Be Confident

You may be well prepared but if you are not confident, no one will listen. Confidence will communicate to your audience a picture that you are an expert in the topic you are talking about. The audience will want to listen because your confidence will tell them that you have credible information and that you are a trustworthy source.

### 03. Use Personal Experiences and Examples

Be sure to use examples from your personal and professional life to make or clarify points. As a speaker, be willing to give some of yourself to the audience to create trust and connection.

### 04. Use hands and gestures

As you practice your presentation, look for every opportunity to use hand gestures. Establish three different positions in which could can stand and animate comfortably.





## 05. Research all important details

Make sure you have all the details before hand. Know the location of where you will be presenting, how large your audience will be, whether you will need a projector and microphone, and so forth. Find out how long it will take for you to arrive at the venue. Arrive early and cross-check everything so that you can make any final adjustments.

## 06. Attend other presentations

Attend other speaking events to see how others present themselves. Notice what they do that works (stance, gestures, tone, inflection). Also, notice what doesn't work well (talking too softly, having no excitement or passion for their subject). Learn from their strengths and weaknesses.



# Discussion Questions



**Why is it important to have good presentation skills?**



**What will you wear when you are asked to give a presentation?**



**What do you notice in someone when you meet him or her for the first time?**



**How can you help your classmates and other Unite club members improve their presentation skills?**

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Thank  
You!

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