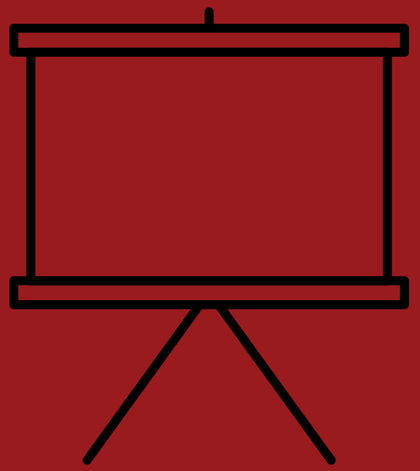
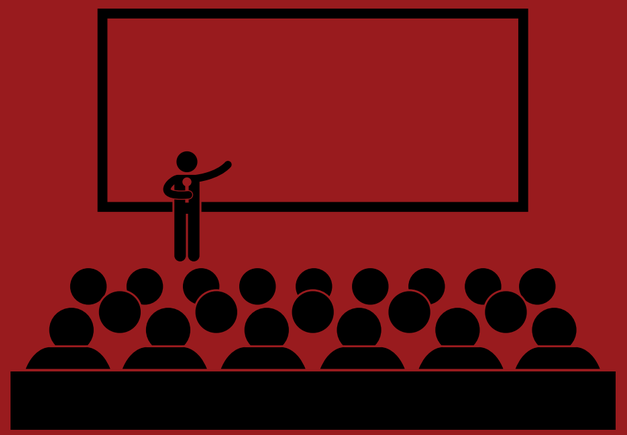
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UNITE THE WORLD WITH AFRICA FOUNDATION, INC.



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.

- Presentations may be given in the form of a demonstration, introduction, lecture, or speech -- all of which are meant to inform, persuade, inspire, motivate and present a new idea.



GROUP ACTIVITY 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 about being a member of the Unite School Club program.

The rest of the class should pay attention and give comments when they are done.





WHERE CAN YOU GIVE A PRESENTATION?

1. IN THE CLASSROOM

5. _____

2. IN A CONFERENCE

6. _____

3. IN A MEETING

7. _____

4. _____

8. _____

The first few examples have been completed. List more places presentations can be given.

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 opportunities to use hand gestures. Establish three different positions in which could can stand and animate comfortably.





06. RESEARCH ALL IMPORTANT DETAILS

Make sure you have all the details before you present. Know the location of where you will be presenting, the size of your audience, 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.

05. 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 other speakers' strengths and weaknesses.



DISCUSSION QUESTIONS

1. Why is it important to have good presentation skills?

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

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

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





SCENARIOS

SCENARIO #1

During a school club meeting, the club leader Mr. Kamau asks the members if they have ever given a presentation before. Some students confidently nod, while others, like Anita and Brian, appear hesitant. Mr. Kamau encourages everyone to share their experiences.

Anita, a shy student, admits that she has never spoken in front of a large group and feels nervous about it. Brian, on the other hand, recalls a time when he had to present in class but struggled with forgetting his points. The other club members listen attentively, ready to share advice.



DISCUSSION QUESTIONS

- Have you ever done a presentation before? If yes, how did it go?
- What challenges do first-time presenters like Anita and Brian face?
- How can the club support members who are nervous about presenting?



SCENARIO #2

Sophia has been selected to give a speech at a formal event. She wonders what she should wear and how she should present herself. She asks her older brother for advice, and he tells her that first impressions matter. She considers different outfit choices and practices speaking with confidence.



DISCUSSION QUESTIONS

- What should Sophia wear when giving a presentation? Why?
- How does your appearance affect how the audience perceives Sophia?
- What do you notice about someone when you meet them for the first time?



SCENARIO #3

Mare is giving a presentation about environmental conservation at a community event. Halfway through her speech, she notices that some people are whispering to each other, a few are checking their phones, and others look bored. She starts feeling discouraged but remembers that she needs to keep her audience engaged. She decides to ask a question to involve them in the discussion.

DISCUSSION QUESTIONS

- What should Mare do to regain the audience’s attention?
- How can Mare or any speaker adjust their presentation based upon audience reactions?
- What strategies can help keep an audience engaged throughout a presentation?



SCENARIO #4

David is presenting a project in front of his classmates when someone asks him a difficult question that he didn't prepare for. He feels nervous and doesn't know how to respond. Instead of panicking, he takes a deep breath and admits that he doesn't have the answer but will research and follow up later.



DISCUSSION QUESTIONS

- How should David handle difficult or unexpected questions?
- Why is it important to stay calm and composed when answering questions?
- What strategies can help someone prepare for audience interaction?



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