Preparing a Successful Presentation

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Presentation Experience

- Presenter
- Listener
- Student of OP

Action + Reflection = Learning
Characteristics of Effective Presentations

“A good presentation should be...”

- Interesting
- Attention grabbing
- Easy to understand
- Focused
- Humorous
- Relaxing for speaker and audience
- Relevant to the audience
- Visually attractive
- Memorable, with or without notes
- Uplifting: the audience feels good at the end
- The right length
- Punctual: starts and ends on time

Presentation Styles

- Impromptu
- Memorised
- Manuscript
- Extemporaneous
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Presentation Components
- Content
- Organisational patterns
- Rhetorical devices
- Delivery
- Visual aids
- Handling questions

Workshop Goals
- Preparation Process
- Practice
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Preparation Process

1. Identify the topic and objectives
2. Analyse the audience and occasion
   i. Identify audience motivation
   ii. Understand the occasion
3. Gather information and organize the points
4. Make the points memorable
Preparation Process

1. Identify the topic and objectives
   - Assigned/chosen topics
   - Objectives
     - Inform
     - Persuade
     - Entertain
     - Thank
     - Inspire

2. Analyse the audience and occasion
   - Identify audience motivations
   - Understand the occasion
Preparation Process – Phase 2

Analyze the Audience

- Who...
  - age, gender, education, occupations, language(s), number in the audience
- What...
  - do they already know?
  - do they want to know?
  - will interest them?
  - will motivate them?

Preparation Process – Phase 2

Understand the Occasion

- Where...
  - location, facilities, equipment, size of room
- When...
  - time of day, place in the program, how much time to speak
- Why...
  - is the audience gathered: voluntary or forced?
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Preparation Process – Phase 2
Identify Motivations

<table>
<thead>
<tr>
<th>Gain</th>
<th>Save</th>
<th>Avoid</th>
<th>Become</th>
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<tbody>
<tr>
<td>Money</td>
<td>Time</td>
<td>Danger</td>
<td>Famous Successful</td>
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<tr>
<td>Power</td>
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Preparation Process

3. Gather information and organize the points
   - Brainstorm
   - Research
   - Interview
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Preparation Process – Phase 3

Organize the points

a. Chronological
   i. past, present, future
   ii. process
   iii. narrative

b. Cause and Effect

c. Pros and Cons

d. Position, Options, Proposal (POP)

e. Problem, Solution, Action (PSA)

f. Goals, Obstacles, Outcomes (GOO)
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Preparation Process – Phase 3
Organize the points

g. Spatial
   i. local, national, international
   ii. low, medium, high
   iii. geographical

h. Logical
   i. General to specific
   ii. Classification
   iii. Order of importance (ascending or descending)
Preparation Process

1. Identify the topic and objectives
2. Analyse the audience and occasion
3. Gather information and organize the points
4. Make the points memorable

Preparation Process – Phase 4

Make the points memorable

Short phrases

Handicapped Access on Campus
1. Moving between faculties
2. Describe link-ways, bridges and sidewalks between buildings
3. Discuss the difficulty a handicapped person faces in buildings with lots of stairs and no lift
Make the points memorable

Short phrases

Handicapped Access on Campus
1. Moving between faculties
2. Moving between buildings
3. Discuss the difficulty a handicapped person faces in buildings with lots of stairs and no lift

Handicapped Access on Campus
1. Moving between faculties
2. Moving between buildings
3. Moving within a building
Preparation Process – Phase 4

Make the points memorable

Memory Device
- Acrostic
- Alliteration
- Repetition
- Rhetorical Questions

Memory Device
- Creative
- Careful
- Concerned

Introduction to IVLE
Features of IVLE that facilitate:
- Accessibility
- Communication
- Teamwork

Recommended ACTions
Preparation Process – Phase 4

Alliteration

- Introduction to IVLE
- Features of IVLE that facilitate:
  - Communication
  - Collaboration
  - Convenience
- Recommended Actions

Preparation Process – Phase 4

Rhetorical Questions

- What is the IVLE?
- What are its key features?
- What should we do next?
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Preparation Process – Phase 4
Repetition

- “Are you angry yet with Microsoft?”
- “Let them come to Berlin”
- “I have a dream!”

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