A. Workshop 1: Preparing a Successful Presentation
   1. Identify the topic and objectives
   2. Analyse the audience and occasion
      i. Identify audience motivations
      ii. Understand the occasion
   3. Gather ideas and organize the points
   4. Make the points memorable

B. Workshop 2: Keeping Your Audience with You
   1. Start well
   2. Phrase your ideas for your audience
   3. Link your points memorably
   4. End strong

C. Workshop 3: Delivering Confidently
   1. Vocal quality
   2. Visual impact
   3. Valuable tips

D. Workshop 4: Giving Visually Attractive Presentations
   1. 
   2. 
   3. 
A. Purpose of Visual Aids

1. __________________ the audience’s __________________

2. __________________ interest

3. Illustrate _________________________ ideas

4. Improve __________________ and __________________

5. __________________________ a better presenter

B. Activity – Create a summary slide for the five purposes of visual aids.
Design

A. Design Principles

1. Three dimensional, ________________, ________________

2. Main ________________ only
   a. One key ________________ per slide
   b. Use text to ________________ not ________________ your points

3. ________________ enough to be ________________

4. Clear - ________________ easier ________________
   a. alignment
   b. contrast
   c. proximity
   d. repetition

5. Easy navigation

B. Activity – Evaluate the following slide designs.

1. Samsung T500

   • **Dual Screens**
   
   **Internal Screen**
   
   • 128 by 128-pixel high-resolution LCD Screen.
   • 65,000 colours
2. Counter Strike

Summary of first part

- Overview of Counter-Strike
  1) Four types of scenarios and various weapons and equipment
  2) Four special features different from other games
- Many ways to play Counter-Strike

3. IVLE

Be a successful NUS student through IVLE

What is IVLE? → Benefits of IVLE → Summary

Mind | Mouth | Limbs

Broaden Understanding

4. SafeMessage
Giving Visually Attractive Presentations

Technique

Before the presentation

1. __________________ all visuals/equipment before starting your presentation

2. Check _____________________________________________

3. __________________ using visuals/equipment

4. Incorporate _____________________________ changes

During the presentation

1. Don’t ___________________________ anything

2. Do not block anyone's ______________

3. __________________ then _______________

4. Maintain ________________________________

5. __________ a copy of the _______________

6. Reveal _____________________________

7. When pointing out something on the screen, use TIT
   
   T ______________

   Turn

   T ______________

8. _________________ the visual when you are done