



**MODULE No: 4 “ENGAGE presentation of solutions and engaging with decision makers”**

**NAME “PRESENTATION OF IMPLEMENTING OF SUSTAINABLE DEVELOPMENT GOALS IN THE LOCAL COMMUNITY”**

**Annex 1**

**Tips for a Successful Presentation**

The aim of a presentation is to get your message to resonate with the audience. Great presentation skills and delivering your message effectively is based on content. Concentrate on your core message and keep it simple. There is a vital role in communicating messages by using a combination of words, voice and body language.

**Planning the presentation**

- Know your audience (Who are they? What do you want your audience to know?)
- Write an outline and draft.

A good presentation should be well organized, with a beginning, middle and end.

**Beginning:**

- The beginning of a presentation is especially important! This is when you have an opportunity to grab the audience's attention and set the tone for your presentation.
- Use an attention grabber. Some attention-grabbing techniques include asking a thought-provoking question, showing the audience an intriguing picture, telling a story or use a real-life example related to your topic, sharing a shocking statistic related to your topic, sharing a powerful quote, playing a short video.
- Introduce yourself and the topic you will be discussing.
- Outline what you will be talking about.

**Body:**

- Discuss your main points in a logical order.
- It should be clear to your audience when you are moving from one point to another.
- Use examples to support your points.

**Conclusion:**

- Summarize the main points.
- Avoid providing new information at this point, but you can state any additional questions that you think your research has led you to.
- Use language that lets your audience know that your presentation is coming to an end.
- Avoid ending with "that's it!" or apologizing for your presentation.
- Thank the audience for listening and invite questions.

**The Do's of Effective Presentations**

Giving a presentation is about presenting content, and the success of a presentation is about how well you present your content to your audience. If you're new at delivering presentations, then there are a couple of key do's you should apply to achieve the most effective presentation techniques.

**Practice makes perfect**

As well as increasing confidence and helping to calm initial nerves, undertake your own presentation training by practicing beforehand. Whether it is on your own or in front of family or friends, rehearsal and run through your slides or notes numerous times and checking your timing.



### **Introduce yourself**

Let your audience know who you are and what they will get know by listening to you.

### **Eye contact**

Maintain eye contact with the audience to keep their interest. Keep your posture open and spread out. Get your audience engaged – smile and make eye contact.

### **Use props**

Use props, handouts, slides and video to make your presentation more exciting. If you want people to view a chart – it's easier to read as a handout rather than from a screen. It also helps keep your audience more engaged with your presentation if they have something to do. If necessary, presenter/speaker can use Presenter view of Powerpoint that allows you view the presentation with your speaker notes on one computer, while the audience views the notes-free presentation on a different monitor.

### **Ask questions**

Invite your audience to ask questions to help them get involved and to give you feedback. Of course, you may wish to leave that invitation until the end of your presentation.

## **The Don'ts of Effective Presentations**

### **Don't speak too fast or slow**

Keep your talking to a steady speed, to ensure the audience hears and takes in everything you say whilst not getting bored. Slow down your speed of delivery – speaking too fast means people won't be able to catch everything you are saying.

### **Don't read from your slides**

Reading from your slides makes you look unprepared and unprofessional. Have some cue cards to refer to but try to keep eye contact with the audience. People can read a sentence about 4 times more quickly than someone can read the same sentence aloud. In any case, remember slides should be signposts for your audience and nothing more.

### **Don't say 'um'**

Practice your answers so that you will not be caught out. If you want time to think, compliment the questioner on the quality of their good question.

## **Signal Words and Transition Phrases**

Using transition and signal phrases throughout your presentation will help keep it organized and ensure your thoughts are communicated clearly. Try using some of the phrases below to introduce ideas and structure your presentation.

### **Introducing your presentation:**

- The topic/question I will be discussing today is...
- This presentation will investigate/examine/show...

### **Providing an outline:**

- I want to start by..., then I will...
- This presentation is divided into [x number] of parts. First, I will... then I will..., finally I will conclude by...

### **Introducing your main point:**

- A significant issue is...
- The central problem is...



**Rephrasing your main point:**

- In other words, ...
- Another way to think about the problem is...

**Moving to another point:**

- Now let's consider...
- Now, turning to the issue of...

**Introducing an example:**

- A case in point is...
- This is illustrated/demonstrated by...
- An example of this is...

**Introducing images or explaining visuals:**

- This image/diagram illustrates...
- As you can see here...

**Introducing and integrating videos:**

- We will now watch a short video that illustrates...
- In the video we have just watched, it is important to note that...
- As the video demonstrates...

**Conclusions:**

- To sum up...
- In conclusion...
- In summary...
- To summarize...
- To conclude...
- Therefore...

**Inviting and Answering Questions:**

- I am happy to receive questions now.
- Maybe someone has questions?
- That is a very interesting question. In my opinion, ...
- Thanks for your question. What my research shows is that...
- That is a relevant question, but it is out of the scope of my research.
- I am afraid I cannot answer that question, but that's an interesting topic.