

Delivering Powerful Presentations



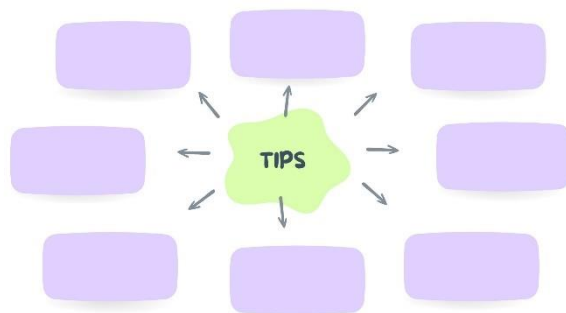
Warm up

- If giving presentations an important part of your job? Why or why not?
- How do effective presentation skills contribute to success in your career?
- Do you get butterflies in your stomach before giving a presentation? What advice would you offer to someone feeling nervous about presenting?
- What do you think makes a presentation memorable and impactful?
- Reflect on presentations you've seen or delivered that left a lasting impression.



1. In pairs or small groups brainstorm tips on giving an effective presentation.

1. **Know Your Audience:** Tailor your content to their interests and level of understanding.
2. **Be Clear and Concise:** Keep your message simple and to the point.
3. **Practice:** Rehearse your presentation multiple times to gain confidence.
4. **Engage Your Audience:** Ask questions and encourage participation.
5. **Use Visual Aids:** Enhance your points with slides, charts, or videos.
6. **Speak Clearly:** Use a strong, clear voice and avoid jargon.
7. **Maintain Eye Contact:** Connect with your audience by looking at them.
8. **Be Enthusiastic:** Show passion and energy for your topic.
9. **Handle Questions Well:** Be prepared to answer questions thoughtfully.
10. **Keep to Time:** Respect the time limit and keep your presentation on track.





2. Watch the presentation [Less stuff, more happiness¹](#) and take note of various techniques the presenter uses to engage the audience and convey their message effectively. Here are some specific aspects you can focus on:

Delivery: How does the speaker's tone, pace, and body language contribute to their message?

- **Tone:** The speaker uses a conversational and friendly tone, making the audience feel at ease and engaged.
- **Pace:** He maintains a moderate pace, ensuring that the audience can follow along without feeling rushed.
- **Body Language:** Sitting on a cardboard box and dressing semi-casually make him relatable. His gestures are open and inviting, helping to emphasize key points.

Organization: Is the presentation well-structured with clear transitions between sections?

- Yes, the presentation is well-structured. The speaker begins with a relatable anecdote about moving and having too much stuff, then transitions into discussing the broader issue of space and possessions. He follows with solutions, structured around three main approaches: editing ruthlessly, valuing small spaces, and using multifunctional items. The presentation concludes with a reflective question to the audience.

Visual aids: What visual elements are used to enhance understanding and engagement?

- The speaker uses a mix of storytelling and visual descriptions to create mental images. He talks about his own small apartment and describes its features in detail. Visual aids such as renderings of his apartment and examples of multifunctional furniture help the audience visualize the concepts.

Audience engagement: How does the speaker interact with the audience?

- The speaker engages the audience through rhetorical questions and relatable anecdotes. He prompts the audience to reflect on their own lives and consider the benefits of having less. His humor and casual demeanor also help to maintain engagement.

Rhetorical Questions: How does the speaker use rhetorical questions?

- The speaker uses rhetorical questions effectively to provoke thought and encourage the audience to reflect on their own lives and choices. Examples include:

¹ https://www.youtube.com/watch?v=thJKcwi5N3I&ab_channel=TEDTalk

- "Sound familiar?" This question makes the audience relate their own experiences with moving and accumulating possessions.
- "Is that really going to make me happier? Truly?" This question challenges the audience to consider the true value of their purchases and whether material items bring lasting happiness.
- "Could I do with a little life editing? Would that give me a little more freedom? Maybe a little more time?" These questions prompt the audience to think about how reducing clutter and living more simply could positively impact their lives.
- "What's in the box? It doesn't really matter. I know I don't need it. What's in yours?" This set of questions encourages the audience to reflect on their own unnecessary possessions and consider letting go of them.

Effectiveness: Does the presentation effectively convey the message and leave a lasting impact?

- **Yes, the presentation is effective.** The speaker clearly conveys the message that less stuff can lead to more happiness and freedom. His personal anecdotes, practical advice, and engaging delivery make the presentation memorable and impactful. The audience is likely to leave with a new perspective on the value of living with less.



3. After watching the presentation, share and discuss your observations. Here are some questions to guide the discussion.

- a) What did you think of the presentation? Did you find it engaging and informative?
- b) What specific techniques did you notice the presenter using to capture the audience's attention?
- c) Which aspects of this presentation stood out to you as particularly effective?
- d) Were there any areas where the presenter could have improved?
- e) How can you incorporate the techniques you observed into your own presentations in the future?



4. Your company has a budget for a new product or service for the office. Choose one from the list and pitch it to the class. You have 5 minutes to prepare.



Napping bunk beds



Professional massage service



Professional barista



Office workout equipment



Chillout areas



Office happy hours

- After hearing all the presentations, which idea do you think would be most beneficial for the office? Explain your choice.
- What potential challenges do you foresee in implementing the chosen idea, and how can they be addressed?
- Which presentation incorporated the most innovative or creative elements in their pitch? How did this influence your vote?
- Did any other specific points or arguments sway your opinion?



5. Work with a partner and brainstorm useful phrases for presentations. Share your phrases with the rest of the class.

Welcoming the Audience

- "Good morning/afternoon, everyone."
- "Thank you for being here today."
- "It's great to see you all."

Introducing Yourself

- "My name is [Your Name], and I'm [Your Position]."
- "I'm [Your Name], and I work as a [Your Job Title] at [Your Company]."
- "Let me introduce myself, I'm [Your Name]."

Introducing the Topic

- "Today, I'm going to talk about..."
- "The topic of my presentation is..."
- "I'm here to discuss..."

Structure and Sequencing

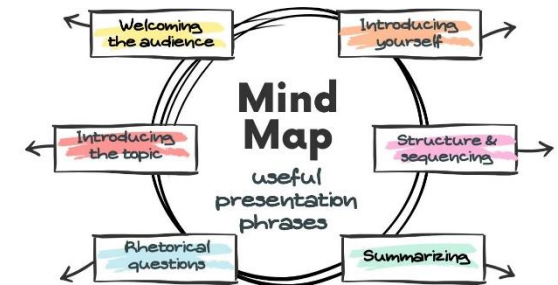
- "First, I'll cover..."
- "Next, we'll look at..."
- "Then, I'll explain..."
- "Finally, we'll discuss..."

Rhetorical Questions

- "Have you ever wondered...?"
- "What if I told you...?"
- "Is it possible that...?"
- "Can you imagine...?"

Summarizing

- "To summarize..."
- "In conclusion..."
- "To wrap up..."
- "In summary, we've discussed..."





6. Discuss: Online vs. Face-to-face

1. Do you prefer giving online or face-to-face presentations? Why?
2. What are the pros and cons of presenting online versus face-to-face?
3. How does audience engagement differ in online versus face-to-face presentations, and what adjustments can presenters make to ensure participation in each?
4. What adjustments are needed for body language and delivery style in online presentations compared to face-to-face?
5. How should Q&A sessions differ between online and face-to-face presentations?
6. What's the role of preparation in online versus face-to-face presentations?



7. Work with a partner and prepare a presentation using some of the phrases from the previous activity. Choose one of the topics below. You have 15 minutes to prepare.

1. The Benefits of Remote Work
2. Time Management Techniques
3. Promoting Work-Life Balance
4. Understanding Our Company: What We Do, How We Work, and Future Challenges

Make sure to:

- Use clear and effective presentation techniques.
- Incorporate visual aids if possible.
- Engage your audience with questions or interactive elements.

