

Rock'n Roll!

Your Presentation



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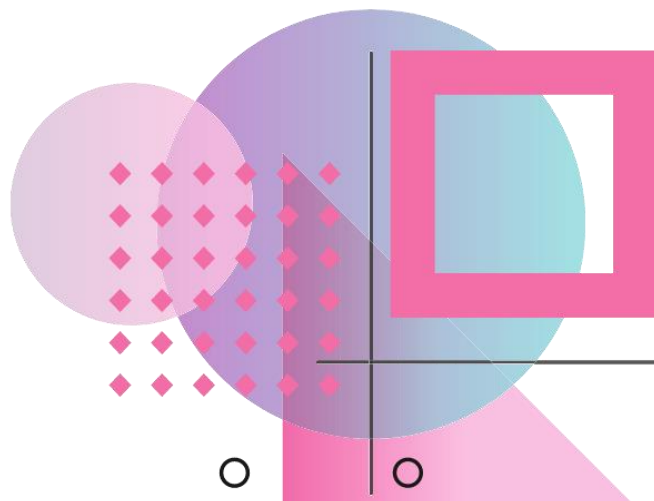
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ROCK 'N ROLL YOUR PRESENTATION

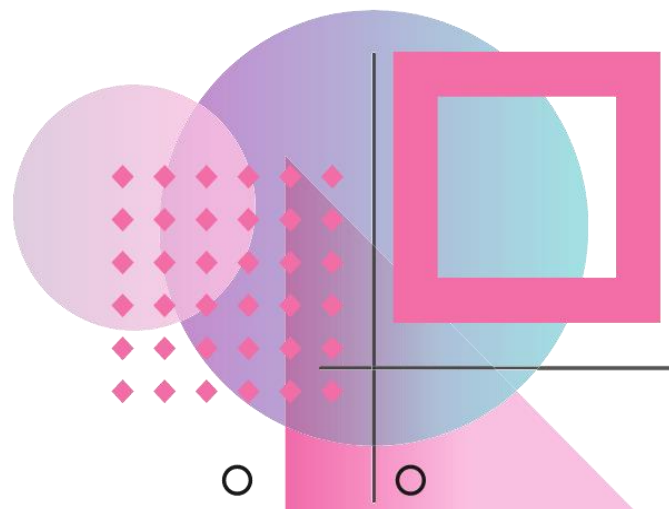


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We would like to also show our appreciation to the management of Polytechnic Balik Pulau and all the staff, especially the General Studies Department, for their encouragement and undivided cooperation. Special thanks are due to those who gave their time to read and edit our creation. We are grateful to the Department of Polytechnic Education and Community College Education (JPPKK) for publishing this book. It shows the effort taken in sharing knowledge, skills, and expertise in the scope of education to the public.

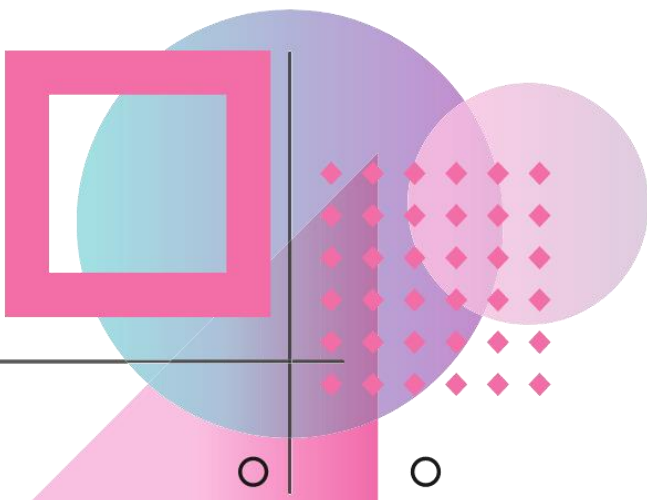
Thank you to everyone who had played a part in our journey. Most of all, we would like to thank each other for the commitment, understanding and precious time given throughout rocking this beautiful, presentable journey.



ABSTRACT

The Rock and Roll Your Presentation book written by Miss Parveen Sarjit Sidhu and Miss Shobhanambigha a/p Sivaguru is the ideal guide in becoming a great presenter since it is short and easy to read. You will discover the most effective techniques and ideas in improving your speaking abilities, preparing, structuring, and delivering great presentations that both you and your audience will love. Interesting methods to structure a presentation and the usage of voice and body language is showed interactively. This book includes topics on brainstorming with mind mapping, verbal and non-verbal communication, ways to handle questions and answers sessions confidently, professionally and determinations to win. It consists of practices for each topic for the readers to test their knowledge and tongue twister ability to help them improve their speaking skills and abilities. These techniques are mainly for eliminating filtered words, engaging your audience, building confidence, and overcoming anxiety. Techniques used in some of the most impactful speeches are reviewed. It is a crucial skill in providing and accepting criticism as well as a handy Preparation Tool with an Evaluation Checklist. Some strategies can help you produce good off-the-cuff remarks, improve your presentation effectiveness, and improve your listening skills.

Keywords: presentation, brainstorming, ideas, verbal, communication, body language, techniques



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INTRODUCTION



WHAT IS A PRESENTATION?

According to Oxford Learners Dictionaries, presentation is a **'meeting at which something, especially a new product or idea, or piece of work, is shown to a group of people'**.



Presentation is the practice of showing and explaining the content of a topic to an audience. The audience members could be your friends, superiors, colleagues, customers, community, or family.



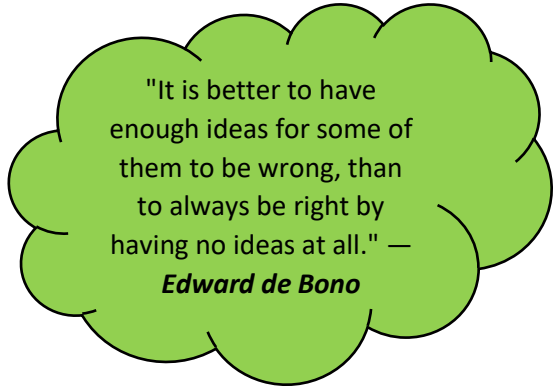
The main purpose of a presentation is to present the content of a subject in an organised, concise, and effective manner to a live audience. The purpose could be for example to **inform, sell, persuade, entertain, convince, and demonstrate.**





PLANNING FOR PRESENTATION

GENERATING IDEAS – BRAINSTORMING WITH MIND



"It is better to have enough ideas for some of them to be wrong, than to always be right by having no ideas at all." —

Edward de Bono

BRAINSTORMING

01	02	03	04
<p>Brainstorming means putting on paper all the ideas that are connected to the topic of your presentation.</p>	<p>You can brainstorm alone or with colleagues.</p>	<p>You should take a sheet of paper and write on it all the information you know and all the ideas you have about this topic.</p>	<p>Brainstorming consists in writing the main topic inside a circle at the center of your page and then jotting down all around it the ideas and information connected to it. You can use arrows to indicate relationships.</p>



GUIDELINES ON 'HOW TO BRAINSTORM?'

RULE 1

- Make a list (or lists) of every idea you can think of about your title/ topic/ subject.

RULE 2

- **DO NOT** write in complete sentences, just words and phrases.
- **DO NOT** worry about grammar or even spelling.

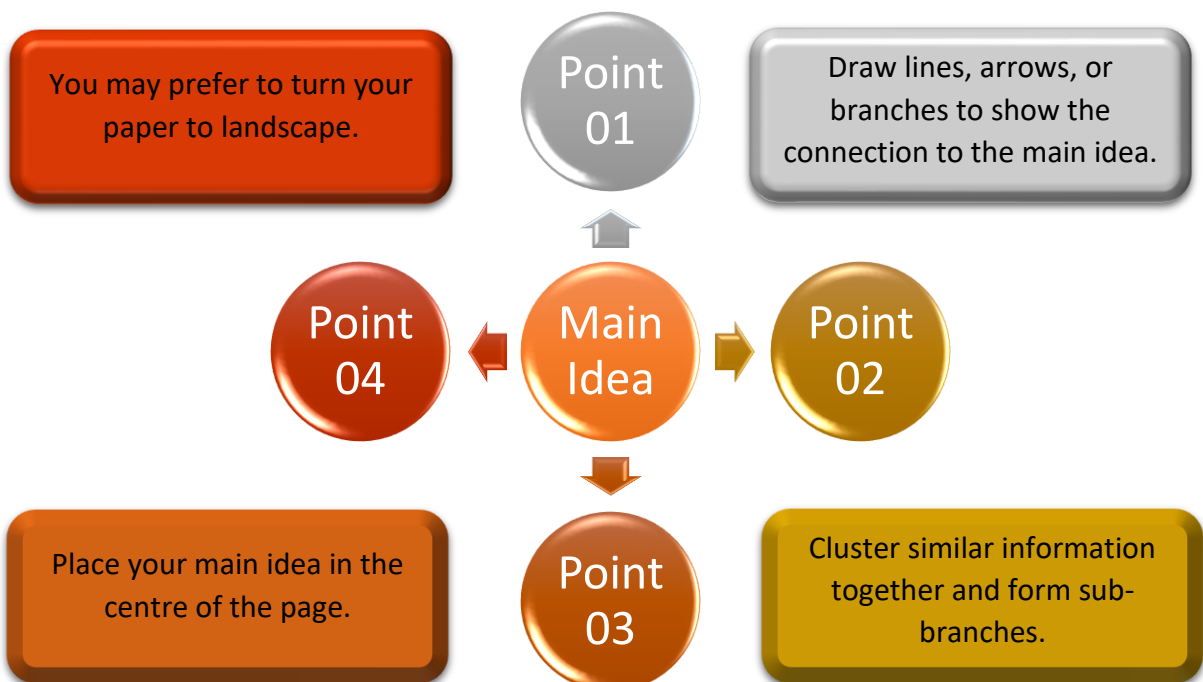
RULE 3

- **DO NOT** judge or skip any idea, no matter how silly or crazy it may initially seem.
- You can decide later which ones are useful and which are not.
- If you judge now, you may miss a great idea or connection.

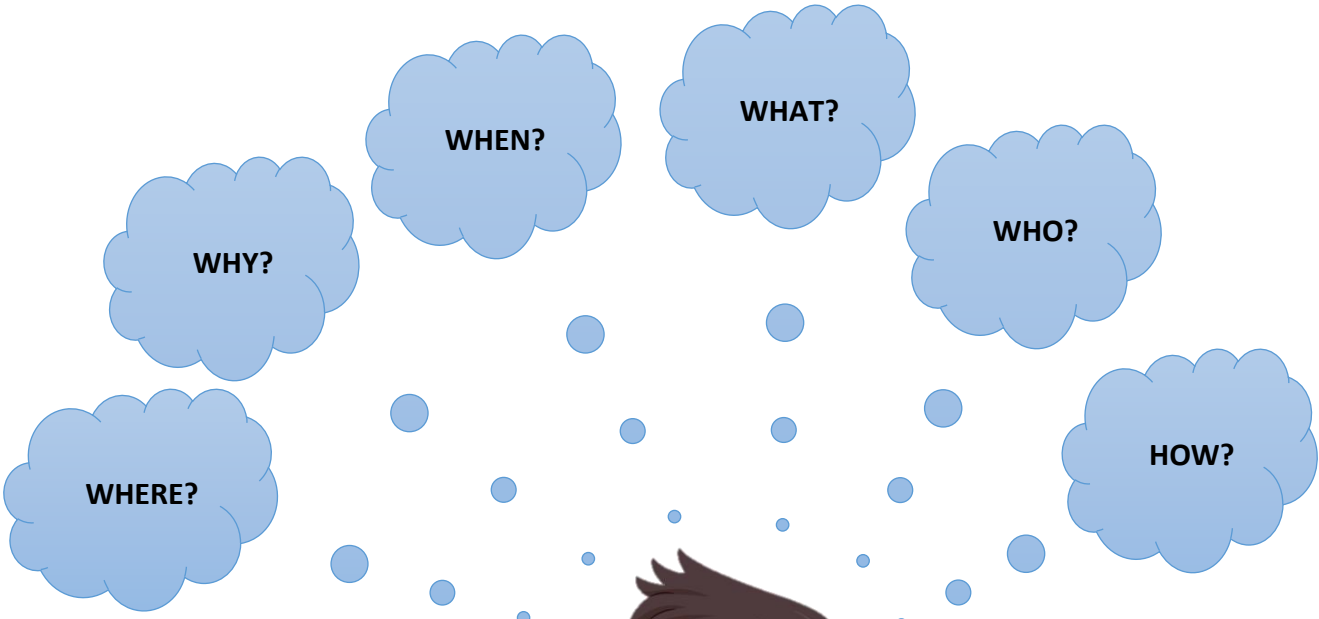
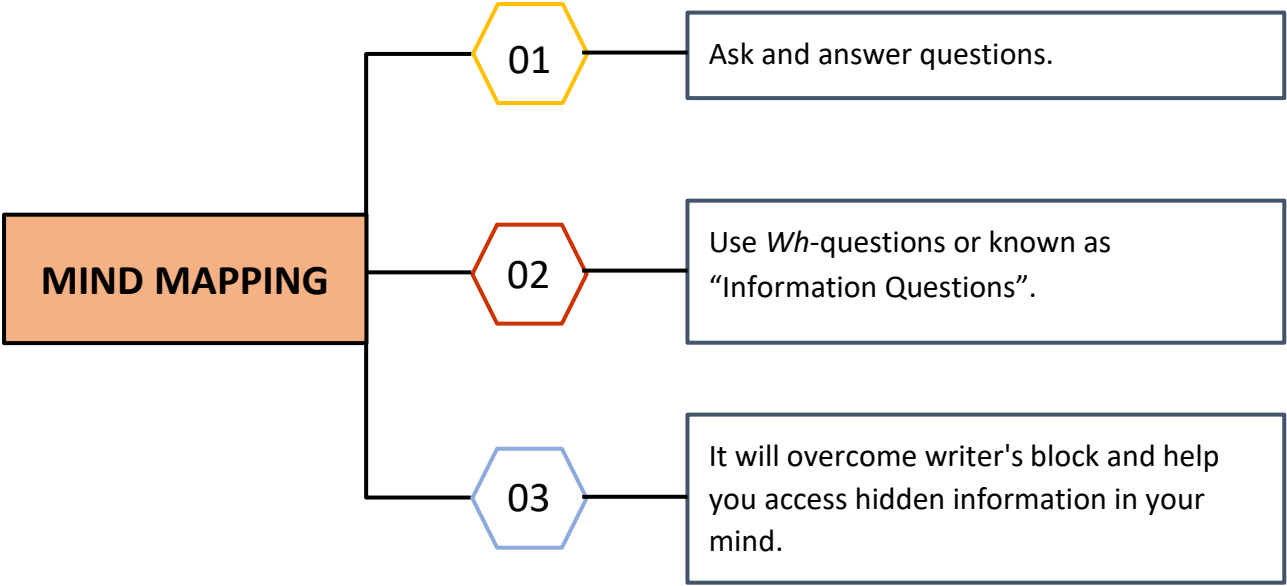
RULE 4

- Do this for 15, 20, or (if you're on a roll) even 30 minutes--basically until you think you have enough material to start organising.

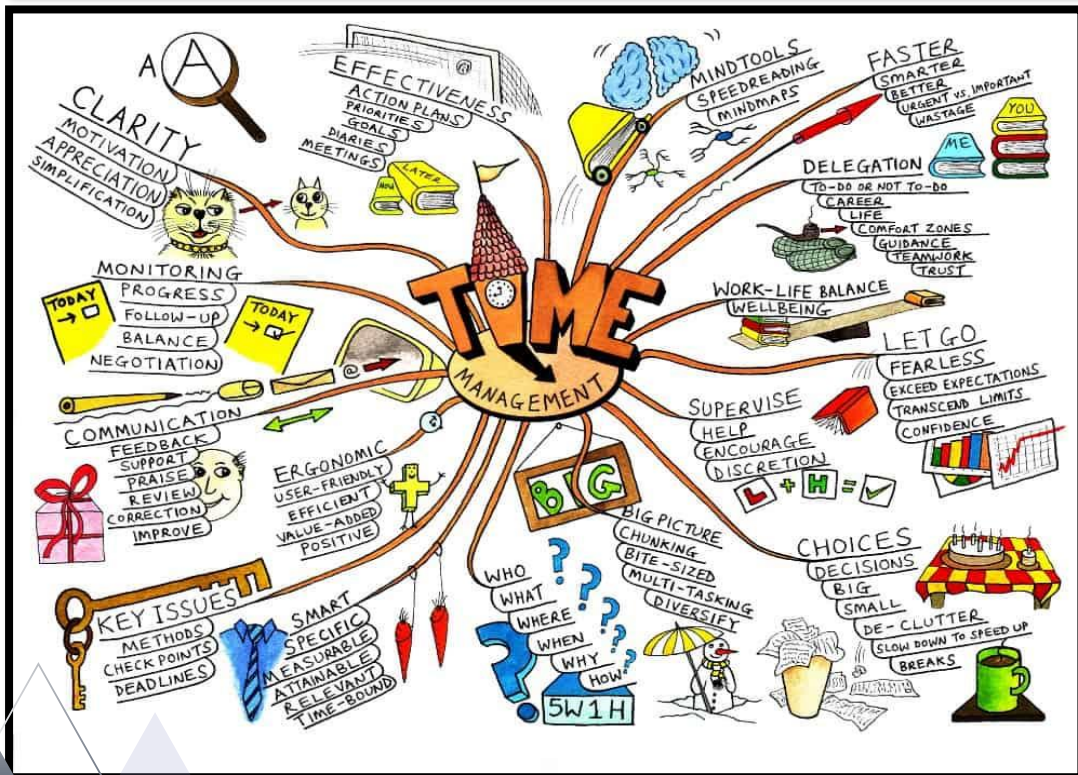
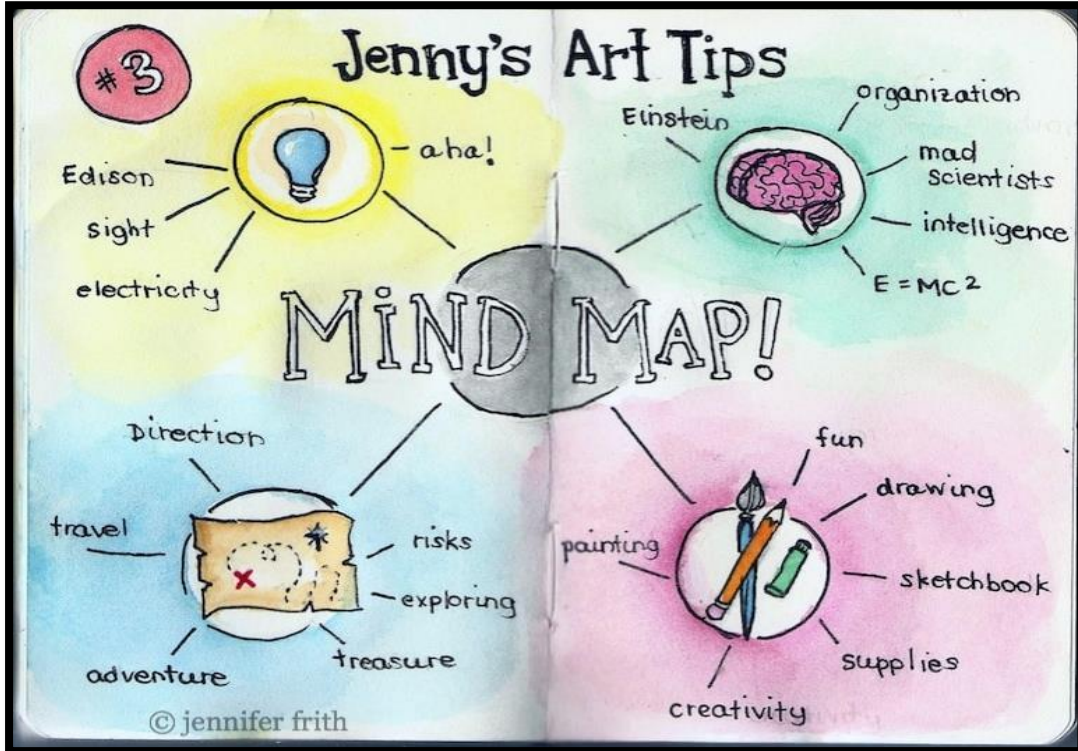
WHAT DOES A MIND MAP LOOK LIKE?



HOW DO YOU START MIND MAPPING?



EXAMPLES OF BRAINSTORMING WITH MIND MAPPING



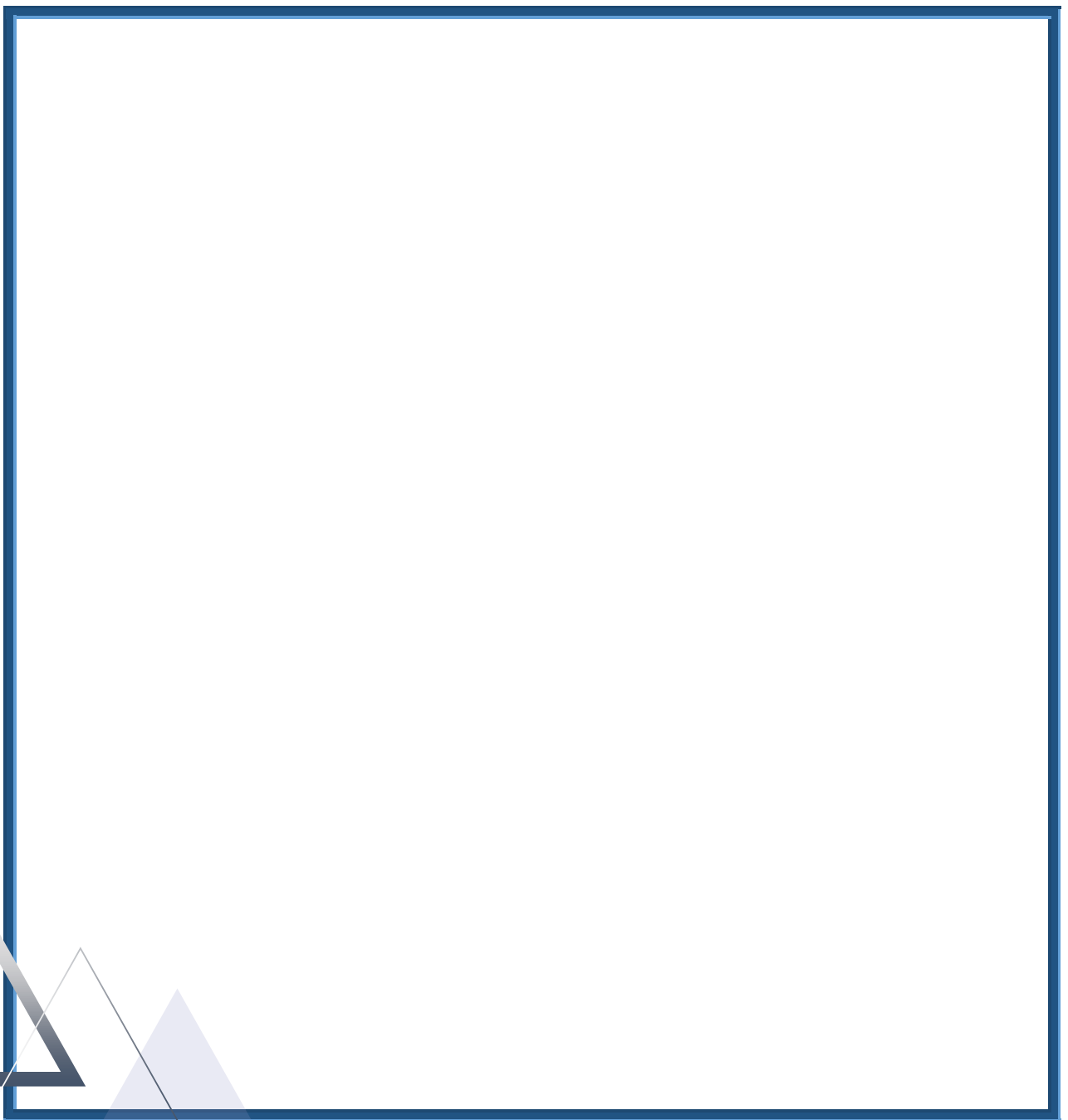
Adapted from (Mind/Maps Unleashed, 2021)



PRACTICE

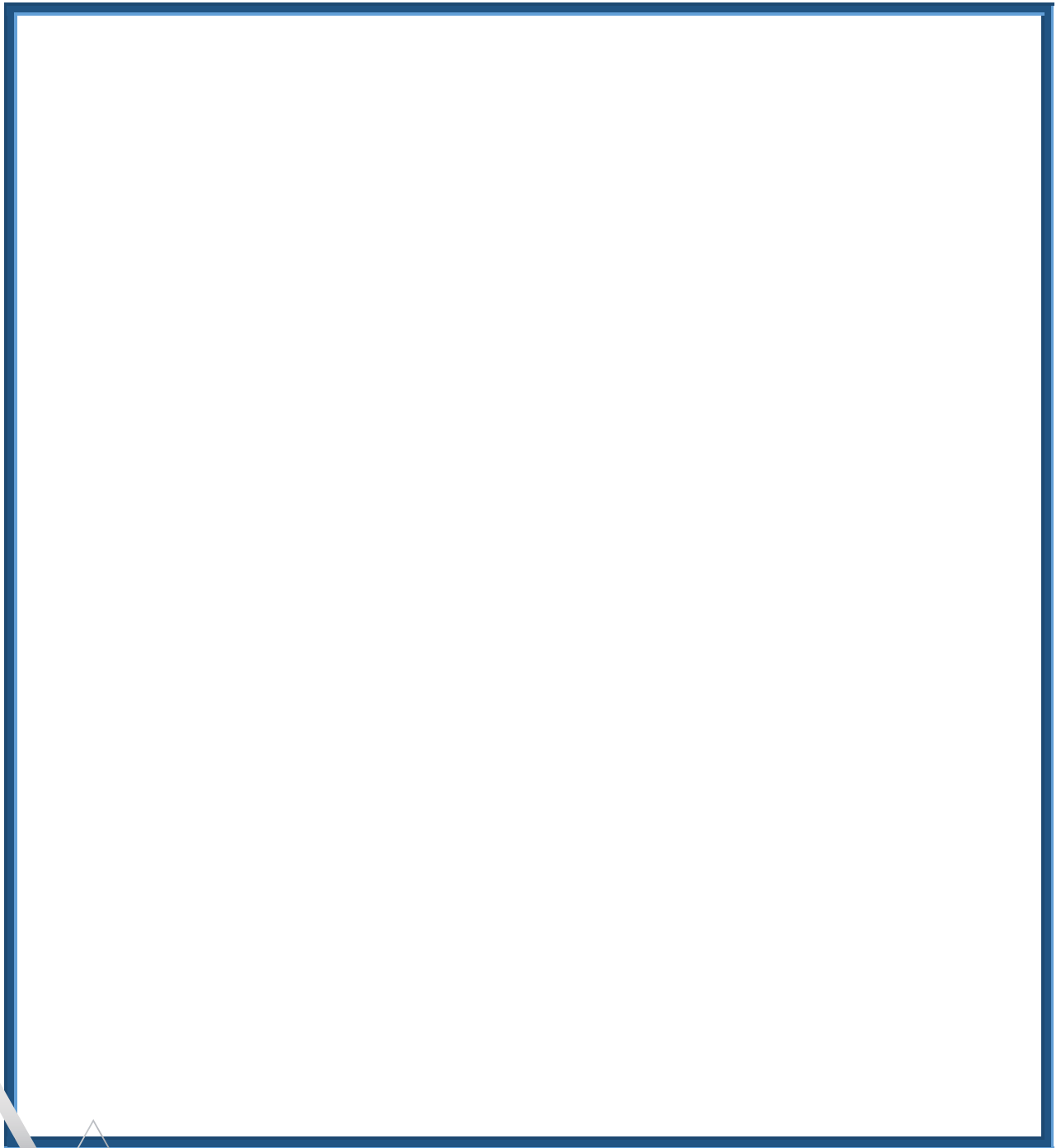
Practice 1

Your brother has been given the opportunity to study in England on a government scholarship. You and your family are very proud of him. You suggest giving him **CASH** for him to prepare for his trip abroad. Brainstorm on the reasons why you suggest giving him cash. Draw your mind map in the box provided below.



Practice 2

You find many of your friends are suffering from exam stress. You decide to give a talk during your school assembly on how to avoid exam stress. Brainstorm on the points on 'How to avoid exam stress?' Draw your mind map in the box provided below.





VERBAL & NON-VERBAL COMMUNICATION SKILLS

VERBAL



COMMUNICATE WHILE PRESENTING!

To convey a powerful presentation, an individual needs to deal with his communication with the audience and it must be truly amazing and compelling, and it must be able to engage the audience in listening and understanding the subject or topic that is being delivered. Nobody will truly go to considerable lengths to tune in to your thoughts except if and until your communication during presentation is powerful and noteworthy.

Just talking is not the arrangement, how you communicate and present your thought is more significant and thus should be given great importance. Communication at all levels is a multi-directional process. The speaker communicates with an audience while an audience communicates with a speaker.

How can you understand and master the concept of communication? First, you need to know about the types of communication: verbal communication and non-verbal communication. It is not only the verbal communication, which is important, but also the non-verbal communication, which should never be ignored.



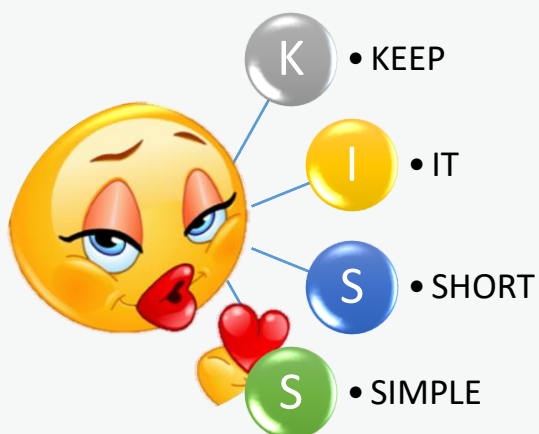


WHAT IS VERBAL COMMUNICATION?

Verbal communication refers to a type of communication that involves the use of linguistic cues (letters and phonemes). This means that it necessarily requires the use of written or oral words or expressions. Verbal communication is unique to humans because it involves the use of words. Verbal communication is the type of communication that requires the presenter to communicate in the form of speaking or writing.

The main aim for every communication that occurs during a presentation is to make people or the audience to understand what is being said and to transfer the information that was intended during the presentation. There is an acronym that presenters can remember when using verbal communication during presentation (*Wangare Wambui et al., 2012*).

Remember!



Most of the times, when a presenter is using verbal communication when delivering their presentation, the presenter tends to have the tendency to presume that their audiences would be able to understand the point and the message that is being delivered from their point of view. That is one of the reasons why a presentation becomes boring, it gets out of the topic, and the audiences can't connect and understand the purpose of the topic that is being presented. This happens when the speaker or the presenter loses control over their emotion and connects the topic with their attitude, their own ideas and understanding and hence creates a blockage in the attempt of communicating the message.

What can we do to make sure that we are delivering the right message without getting off track?

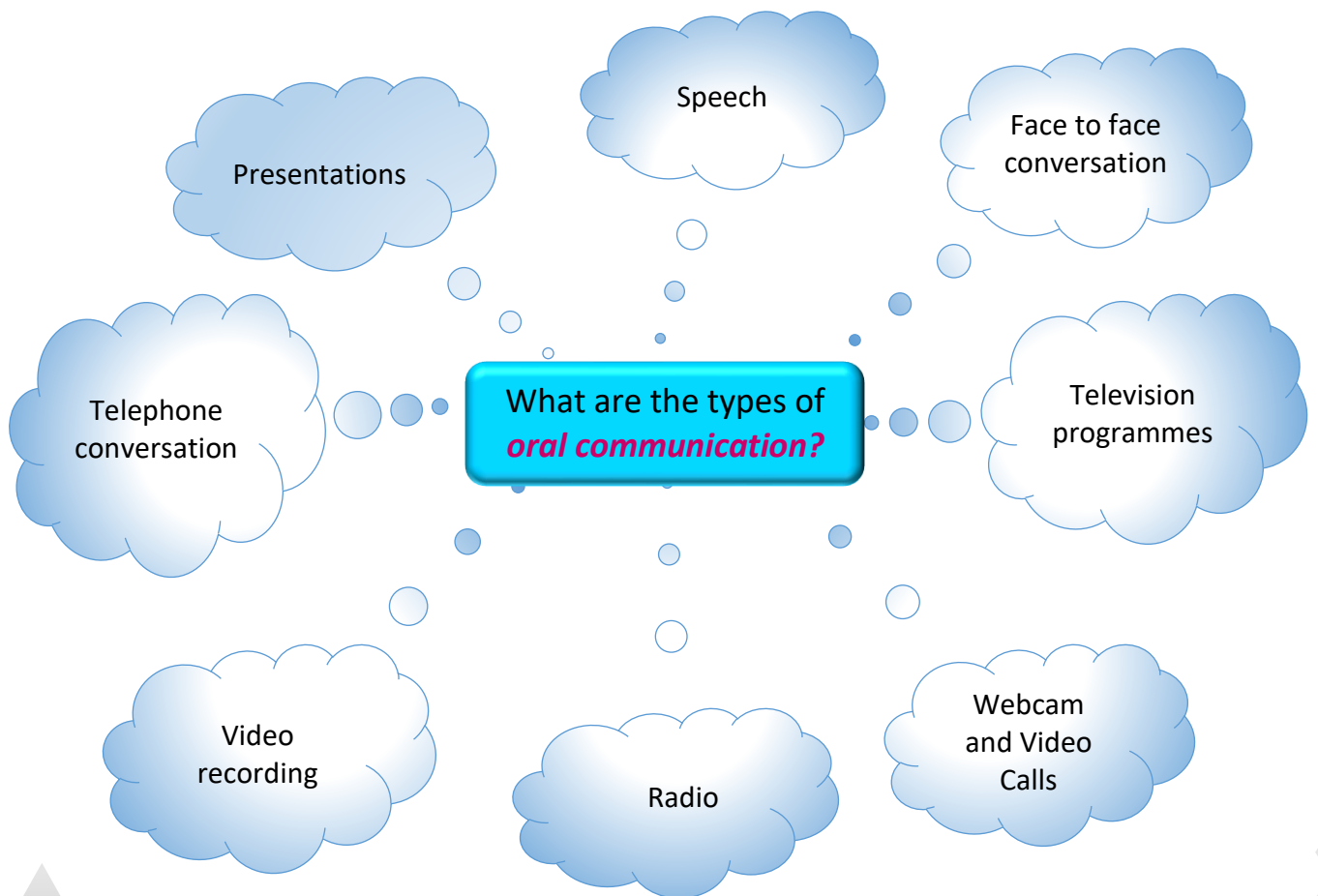
Think from the audience's point of view.

Would the audience understand the message?

How does it sound on the other side of the table?



Verbal communication consists of two parts, the oral communication, which involves mainly speaking, and the written communication where there is no speaking involved.

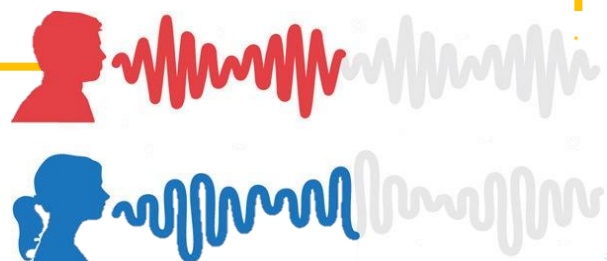


Using oral communication while presenting is very important, as it is one of the most important way for the presenter to convey their messages and ideas and to convince the audience for a successful and effective presentation. For the effective use of oral communication while delivering a presentation, it is highly dependent in the quality of voice. The quality of voice consists of four main parts: ***tone, pitch, volume, and clarity.***

Tone of voice of an individual is determined by the vibration that is produced when we speak and the way we use them. Tone of voice during a presentation gives life to the whole presentation. It is very important for a good presenter to be able to identify the suitable tone to be used during presentation and to be able to control the tone of their voice to high and low according to the message that is being delivered. There must be high and low tone when the presenter is presenting, if the presentation is monotonous, it will cause the audience to be bored and lost. The audience will stop paying attention and they will start feeling restless and engage in showing gestures of boredom and effect the whole mood during the presentation. It might cause the presenter to lose confidence in the subject that they are presenting as well.



Pitch is controlled by the length and the thickness of an individual's vocal cords. For every individual, there is a natural pitch that is the most comfortable and if the person can control and keep up to the pitch, then they can avoid sounding shrieking, shrilling and there won't be a need to strain their voice. When there is no straining involved in their voice, the presenter will be able to speak more comfortably for a longer period and the audience will be able to follow the presentation. Try reading aloud an article and as you are reading, when starting with a new point, consciously change the pitch so that you can train your voice to emphasize the change in the importance that is being given to the content.



Volume is subjected to the strength of the vibration that is applied on the vocal cords while speaking. While making a presentation, the presenter can adjust the volume of their voice by applying different levels of pressure on their breath in their vocal cords. The more the pressure that is applied, the higher the volume of the voice will be. To avoid speaking too high or too low, try to find the middle note. Every individual will have a middle note and they sound the most natural when they speak around this volume.

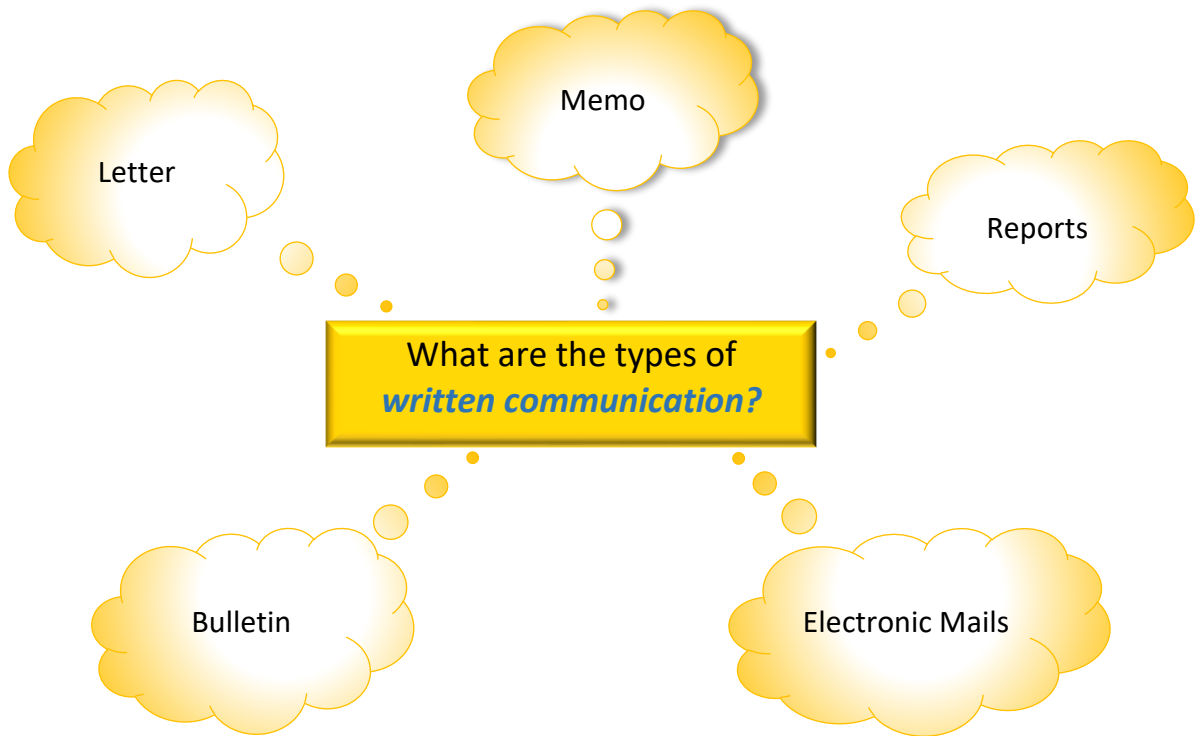


Clarity of speech is determined by the speech organs that are present in our mouth. Clarity of speech is equally important during presentation to enable a better understanding among audiences. To attain a good clarity in speech, an individual can practice by relaxing the muscles around the speech organs by reading out aloud and tongues twisters.

Let's look at some of the advantages and disadvantages of using Oral Communication:

ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none"> Allows for the chance to immediately ask questions and get answers. 	<ul style="list-style-type: none"> It is not formal and not organized.
<ul style="list-style-type: none"> It is not rigid and can be adjusted according to the situation. 	<ul style="list-style-type: none"> Less authentic and can be manipulated.
<ul style="list-style-type: none"> Saves money and time. 	<ul style="list-style-type: none"> Influenced by external factors.
<ul style="list-style-type: none"> Can avoid confusion and misinterpretation. 	<ul style="list-style-type: none"> May cause confusion if not delivered properly.





Written communication can be found in the form of printed, handwritten, or electronic. Written communication is highly dependent on the vocabulary and grammar, writing style, precision and clarity of the language being used.

Let's look at some of the advantages and disadvantages of using Written Communication:

ADVANTAGES	DISADVANTAGES
✚ Precise and not misleading.	✚ Might not be read.
✚ Permanent means of communication.	✚ No immediate feedback.
✚ Can be used for future reference.	✚ Takes time to be written and to be read.
✚ More reliable.	✚ Expensive.



NON-VERBAL



WHAT IS NON-VERBAL COMMUNICATION?

Non-verbal communication refers to the actions that are performed by the presenter when making a presentation. It is the behaviour that provides a meaning to what is being said or presented. Non-verbal communication consists of facial expressions, body movements, hand movements and gestures that are shown consciously or unconsciously. It is very important for a good presenter to be aware of their non-verbal communication as it plays a very important role. A presenter that is aware and is conscious in using non-verbal communication while presenting will be able to talk and transfer information more effectively without speaking a word.

Non-verbal communication is basically the overall body language of the speaker. Having a strong non-verbal communication in terms of being able to effectively use the body language while presenting helps the audience in understanding the message that is being delivered. There are three main elements that plays an important role in determining a good non-verbal communication: ***appearance, body language and sounds.***



ACTIONS SPEAK LOUDER THAN WORDS!

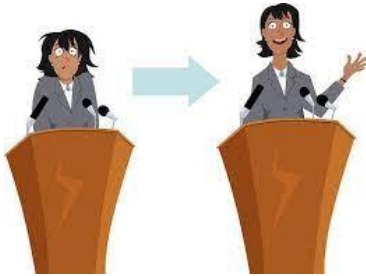


Appearance of the presenter is the very first thing that catches the eyes of the audience. A presenter should be neatly dressed and look presentable for the audience to have a good immediate impression towards them. A good appearance consists of the clothing, hairstyle, overall neatness and use of cosmetics. A presenter should be aware of the clothing that they are wearing, it is most appropriate to use formal clothing. A presenter should also make sure that their hairstyle is suitable, and it is neatly combed and groomed. It is advisable to use a good range of cosmetics to enhance the look and to look more attractive which will result in the audience to be more positively engaged.

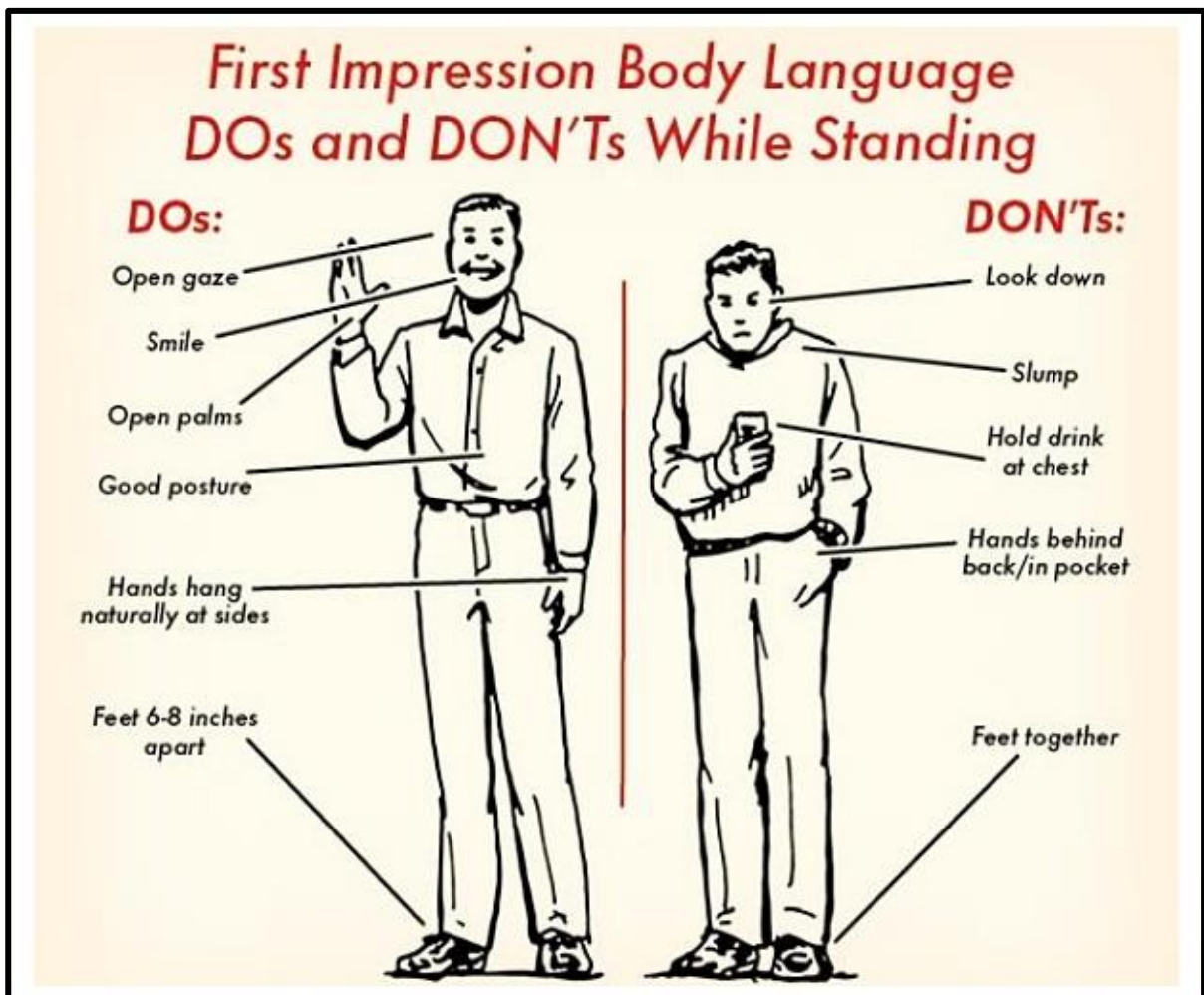
Men:	Women:
<p>Dress Shirts:</p> <ul style="list-style-type: none"> • solid colors, preferably white • long-sleeved, tucked in, and buttoned all the way up • wear an undershirt 	<p>Blouse:</p> <ul style="list-style-type: none"> • Solid color or white
<p>Socks and Dress Shoes:</p> <ul style="list-style-type: none"> • Dark colors that match attire (no white socks) • Over the calf, so no skin is ever visible • Shine shoes (no scuff marks) 	<p>Suits:</p> <ul style="list-style-type: none"> • Keep skirt within 3 inches of knees
<p>Tie:</p> <ul style="list-style-type: none"> • Conservative pattern • Hang to belt line <p>Belt:</p> <ul style="list-style-type: none"> • Leather – match color and finish of shoes, small buckle 	<p>Makeup:</p> <ul style="list-style-type: none"> • Conservative and natural looking – less is more
	<p>Nails:</p> <ul style="list-style-type: none"> • Neutral polish or none at all • Remove cracked or peeling polish
	<p>Hosiery/Socks:</p> <ul style="list-style-type: none"> • Flesh toned nylons or dark trouser socks • No “runs” • Required with skirts
	<p>Shoes:</p> <ul style="list-style-type: none"> • 1-2 inch heel or nice flats (no open toe) • Match color to outfit

Adapted from (MED, P. R, 2016)





Body language makes a lot of difference while making a presentation. Body language consists of the facial expressions, gestures and the postures of the presenter, the way someone stands in front of all the audience is very important in showing confidence and commitment towards the topic that is being presented. Using the appropriate body language will result in showing interest whereas if the body language is inappropriate then it will show the presenter to look disinterested.



Adapted from (Mind Your Posture, 2019)





Sound is another important element while making a presentation. Sounds consists of the voice, tone, volume, and speech rate of the presenter while presenting. The voice of the presenter must be clear, and the tone and volume has to be suitable according to the space and the number of audiences. The speech rate while presenting must be at the right speed so that the audience will be able to follow the presentation and be engaged throughout the session.

Let's look at some of the advantages and disadvantages of using Non-Verbal Communication:

ADVANTAGES	DISADVANTAGES
<ul style="list-style-type: none">➤ Able to communicate with those with hearing disability.	<ul style="list-style-type: none">➤ Gestures may vary according to different cultures.
<ul style="list-style-type: none">➤ Can be used to communicate when there is a language barrier.	<ul style="list-style-type: none">➤ Cannot be used to share detailed information.
<ul style="list-style-type: none">➤ Can be used to communicate in places that we cannot speak loudly.	<ul style="list-style-type: none">➤ Cannot be used everywhere and it is not reliable.
<ul style="list-style-type: none">➤ Makes conversation shorter and briefer.	<ul style="list-style-type: none">➤ Might be misinterpreted.





PRACTICE

Practice 1

List down examples of positive and negative body languages.

POSITIVE	NEGATIVE
a)	a)
b)	b)
c)	c)
d)	d)

Practice 2

Explain the differences between oral communication and written communication.

Practice 3

What can we do to make sure that we are delivering the right message?

a) -----

b) -----

c) -----





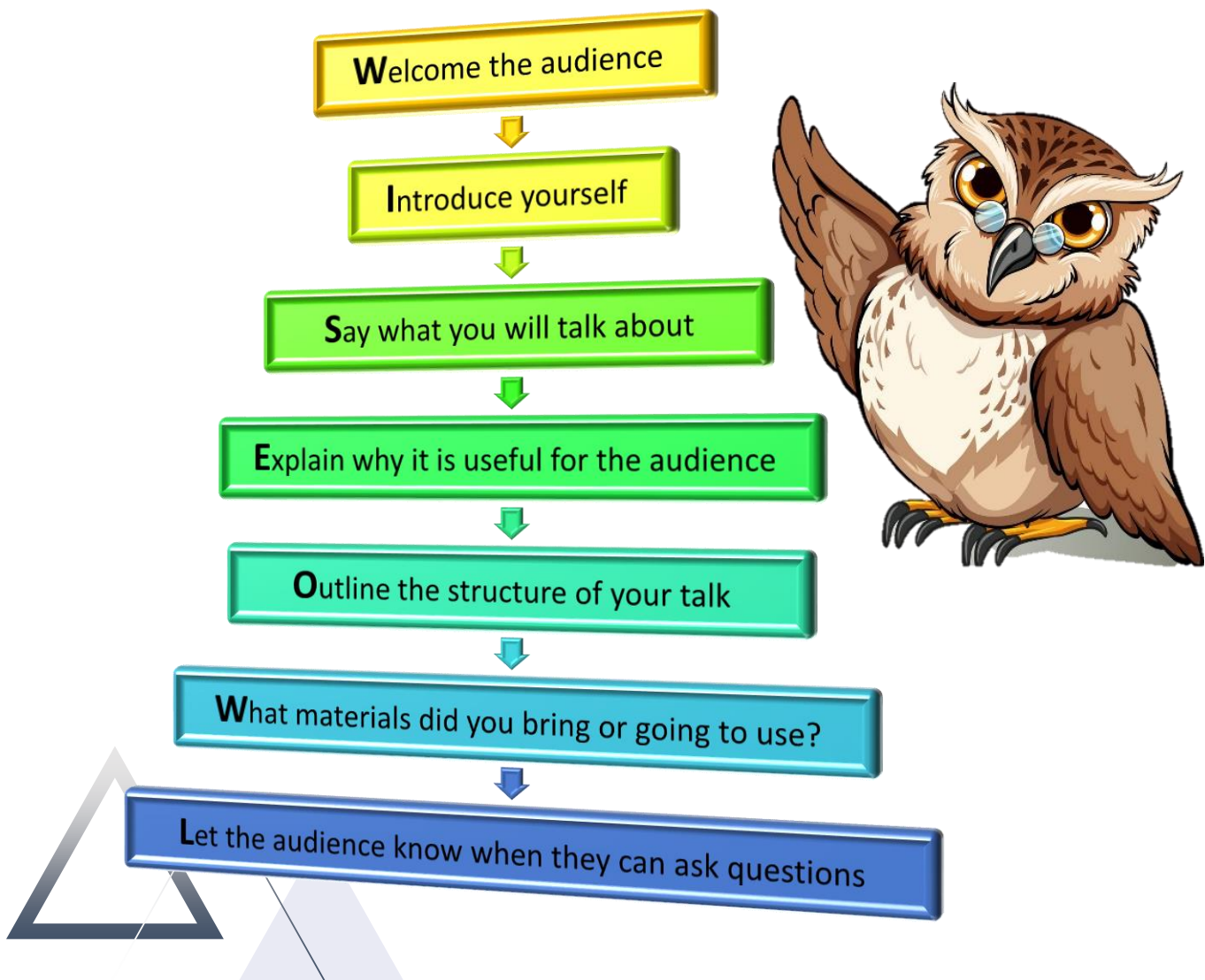
APPROPRIATE INTRODUCTION IN A PRESENTATION

An introduction is the most significant part of a presentation as it has the thesis statement, a sentence that expresses the main idea of the presentation to the audience.

An introduction is important because:

- It helps to gain the audience attention.
- It is the first impression that your audience has of you.

To make your formal presentation **GOOD**, you should use the **WISE OWL** technique.



The following table shows examples of language for each of these functions.

FUNCTION	EXAMPLES
<ul style="list-style-type: none"> • Welcome the audience 	<ul style="list-style-type: none"> • Good morning/ afternoon/ evening ladies and gentlemen. • Good morning/ afternoon/ evening everybody. • Hi everybody. • Hello guys.
<ul style="list-style-type: none"> • Introduce yourself 	<ul style="list-style-type: none"> • Let me introduce myself. I am ... • As everyone knows, I am ... • For those of you who don't know me, my name is ...
<ul style="list-style-type: none"> • Say what you will talk about 	<ul style="list-style-type: none"> • As you can see on the screen, my topic today is ... • What I'd like to present to you today is ... • The subject of my presentation is ... • The purpose of my presentation is ...
<ul style="list-style-type: none"> • Explain why it is useful for the audience 	<ul style="list-style-type: none"> • My talk is particularly relevant to those of you who ... • My topic is very important for you because ... • By the end of this presentation, you will be familiar with ...
<ul style="list-style-type: none"> • Outline the structure of your talk 	<p>Example 1</p> <ol style="list-style-type: none"> I've divided my presentation into three main parts: x, y, and z. First, I'll be looking at ..., second ..., and third ... Finally, I'll summarise my presentation. My presentation will take about 20 minutes. <p>Example 2</p> <ol style="list-style-type: none"> In my presentation, I'll focus on three major issues. I'll begin by explaining ... Then, I'll go on to ...

	<p>d. Finally, I will conclude with some recommendations.</p> <p>e. It should take about 20 minutes to cover these issues.</p>
<ul style="list-style-type: none"> • What materials did you bring? 	<ul style="list-style-type: none"> • Does everybody have a handout? Please take one and pass them on. • There'll be handouts at the end of my talk. • I'll email the PowerPoint slides to you.
<ul style="list-style-type: none"> • Let the audience know when they can ask questions 	<ul style="list-style-type: none"> • There will be time for questions after my presentation. • If you have any questions, do feel free to interrupt me at any time. • I'll try to answer all your questions after the presentation.





PRACTICE

Practice 1

Complete the sentence by choosing the correct phrase.

1. Which of this sentence you might hear at the beginning of a presentation?
 - A. Ladies and gentlemen, thank you for arriving today.
 - B. Ladies and gentlemen, thank you for appearing today.
 - C. Ladies and gentlemen, thank you for coming today.
 - D. Ladies and gentlemen, thank you for showing your faces today.
2. The of today's presentation is to discuss my findings.
 - A. purpose
 - B. reason
 - C. cause
 - D. points
3. Now, begin by introducing myself.
 - A. allow me
 - B. let me
 - C. I
 - D. Presentation
4. My presentation around twenty to thirty minutes.
 - A. will take
 - B. be
 - C. should took
 - D. take
5. I would be very happy to you to ask questions at the end of the session.
 - A. tell
 - B. invite
 - C. order
 - D. request



Practice 2

The following sentences are in the wrong order. Number them accordingly and rewrite them in the space provided.

- a. Let me start by introducing myself. I am Suzanna.
- b. After that, I will consider the possibilities for further growth next year.
- c. Do feel free to interrupt if you have any questions.
- d. Good afternoon, everyone.
- e. I am going to talk today about our company's performance.
- f. Then, I will mention some of the problems we encountered and how we overcame them.
- g. Finally, I will summarise my presentation and conclude with some recommendations.
- h. To begin with, I will describe the progress made this year.





Practice 3

Referring to your assessment, **Presentation 20%**, you are required to write an introduction for your presentation based on the product that you and your teammates had created.

✚ Welcome the audience.

✚ Introduce yourself.

✚ State your topic and the importance.

✚ Describe the structure of your talk (the main points when you will be dealing with them).



✚ Mention the materials you will be using/ handing out.

✚ Say when you will answer questions.

Adapted from English for Presentations by Marion Grussendor





HANDLING QUESTIONS AND ANSWERS SESSION CONFIDENTLY AND PROFESSIONALLY

WHAT DO YOU NEED TO KNOW?

Why do you need a Question & Answer Session?

- ✚ Allowing the audience to ask questions after your presentation is a brilliant way to emphasize your message and continue to sell your ideas/ products. It is like a presentation after the presentation.

Questions to ponder...

- ✚ When someone ask you a question, how do you usually respond?
- ✚ Do you take a minute to think about your answer before beginning your explanation?
- ✚ Do you answer a question with another question?
- ✚ Do you try to avoid answering the question?

What you need to do before your presentation?

- ✚ Identify possible questions in your preparation.
 - ✓ Make a list of questions that you think your audience might ask.
 - ✓ Prepare the suitable answers for the questions.
- ✚ Set some rules for asking questions during the introduction.
 - ✓ Tell your audience when you prefer to deal with questions.
 - ✓ This is to help you focus on your presentation and avoid answering questions under pressure.



FRAMEWORK OF RESPONDING TO QUESTIONS

01

Listen to the entire question

- Do not rush to answer the audience's question.
- Pause for a few seconds.
- Listen carefully and think about the best way to answer the question.

02

Understand the context

- It is crucial to make sure that you understood the question asked by the audience.
- Ask for clarification to confirm your understanding by paraphrasing the question back to the questioner.

03

Involve the whole audience

- Answering a question asked by an audience still needs you to engage the other audience. If not, the audience will get bored.
- To get the audience involvement, repeat or paraphrase the question asked to ensure that the rest of the audience heard and understood the question.

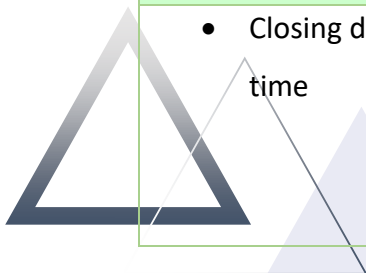
04

Respond concisely

- When replying to a question, make sure to direct your answer to both the questioner and other audience.
- Keep your responses as focused as possible, leaving space for other questions.
- Avoid giving lengthy answers.

USEFUL PHRASES FOR “DEALING WITH QUESTIONS”

FUNCTION	EXAMPLES
<ul style="list-style-type: none"> Clarifying questions 	<ul style="list-style-type: none"> I'm sorry. Could you repeat your question, please? I'm afraid I didn't quite catch that. I'm sorry, but I don't quite follow/understand/see what you mean. Could you just explain that some more, please? Let me just check that I have understood your question. You are asking...
<ul style="list-style-type: none"> Checking whether the questioner is satisfied 	<ul style="list-style-type: none"> Does that answer your question? Is that clear/clearer now?
<ul style="list-style-type: none"> Responses to a good question 	<ul style="list-style-type: none"> Good point. That's a very good question. I'm glad you asked that/brought that up.
<ul style="list-style-type: none"> Admitting you don't know the answer 	<ul style="list-style-type: none"> I'm afraid I don't know the answer to your question, but I'll try to find out for you. I'm afraid I don't have that information with me. I'm afraid I'm not in a position to answer that question at the moment.
<ul style="list-style-type: none"> Postponing questions 	<ul style="list-style-type: none"> If you don't mind, I'll come back to this point later in my presentation. Would you mind waiting until the question-and-answer session at the end? Perhaps we could go over this after the presentation.
<ul style="list-style-type: none"> Closing discussion 	<ul style="list-style-type: none"> I think we have time for one more question... If there are no other questions, I'll finish there. Thank you very much. So, if there are no further questions, I guess...





PRACTICE

Practice 1

In pairs, ask each other the questions below and make a note of the answers. Then, present in class your findings.

QUESTION	ANSWER
1. Do you prefer to be asked questions during or after the presentation? Why?	
2. How do you feel about the question-and-answer session at the end of your presentation?	
3. How do you prepare for the question-and-answer session?	
4. What do you do if you cannot answer the question?	

Practice 2

You and your teammates have done all the necessary preparation for your first assessment, **Presentation 20%**. To boost your confidence level for the question-and-answer session, anticipate FIVE questions that you think your audience will ask you. Prepare the suitable answers for each of the questions.

Question:

Answer:



Question:

Answer:

Question:

Answer:

Question:

Answer:

Question:

Answer:





WHAT IS A GOOD PRESENTATION?

Let's look at some of the **DO's** and **DON'T's** for a good presentation:

DO's

- + Prepare a presentation according to the audience's level of understanding.
- + Make sure that there is proper flow from one point to another.
- + Practice and rehearse the presentation.
- + Give a self-introduction and a brief introduction of the topic.
- + State and provide relevant support for your ideas.
- + Use proper words and language.
- + Maintain a good eye contact and proper body posture.
- + Choose proper selection of clothing.
- + Show confidence and enthusiasm while presenting.
- + Give time for question/answer period.
- + Use transitional markers, words, and phrases appropriately.
- + Answer questions relevantly. If you do not know, say so and try to get back with the question later.
- + Start and stop the presentation on time.



DON'T's ❌

- ✚ Don't be late or postponed the presentation without prior notice.
- ✚ Do not be afraid and hyperventilate.
- ✚ Do not speak monotonously or mumble.
- ✚ Do not slouch or lean while presenting.
- ✚ Do not read directly from the slides or from notes.
- ✚ Do not stare at your audience.
- ✚ Do not speak with technical terms that the audience might not understand.
- ✚ Do not stand and block the visual aids that you are using while presenting.
- ✚ Do not stand at the back of the lectern and hide yourself.
- ✚ Do not forget to change the visual aids according to the topic that is being presented.
- ✚ Do not talk out of the topic.
- ✚ Do not use inappropriate images and words while presenting.
- ✚ Lastly, DO NOT forget to have FUN!





SELF-ASSESSMENT GRID FOR ORAL PRESENTATION



Let us have a quick self-assessment to help identify the mistakes you might have done while presenting!



LANGUAGE PROBLEMS: Identify the mistakes done during the presentation.

VOCABULARY	
GRAMMAR	
PRONUNCIATION	

COMMUNICATION PROBLEMS: Assess your presentation and highlight the option that matches.

CRITERIA	I NEED TO IMPROVE!	I'M DOING GOOD!
VOICE	I'm speaking too soft, and the audience can barely hear or understand me.	My speech is loud and clear, and the audience can hear and understand me well.
SPEECH FLOW	I keep stuttering and some moments I'm speaking too fast. There wasn't a proper flow in my speech.	I had a good flow in my speech and the audiences were interested throughout the presentation.
EYE CONTACT	I didn't make eye contact with the audience.	I kept a good eye contact with the audience.
BODY LANGUAGE	I was very stiff, and I didn't move my arms or hands.	I use move my arms and hands to express.
MEMORIZATION	I keep looking at the slides and I forget what I want to say.	I only look at the slides occasionally.





TONGUE TWISTERS



Here are some tongue twisters to help you improve your articulation. Tongue twisters are a good way to extend your vocal range and warm up your tongue, mouth, and lips. The aim is to say these sentences without extra tension in the tongue, lips, jaw, or throat. Keep a good posture and full breath support when going through them.

Peter Piper picked a peck of pickled peppers,
A peck of pickled peppers Peter Piper picked
If Peter Piper picked a peck of pickled peppers,
Where's the peck of pickled peppers Peter
Piper picked?

How much wood would a woodchuck chuck
if a woodchuck could chuck wood?
He would chuck, he would, as much as he could,
and chuck as much wood as a woodchuck would
if a woodchuck could chuck wood

I thought a thought.
But the thought I thought
Wasn't the thought I thought I thought.
If the thought I thought I thought,
Had been the thought I thought,
I wouldn't have thought I thought.

How many berries could a bare berry carry,
if a bare berry could carry berries?
Well, they can't carry berries (which could make
you very wary)
but a bare berry carried is more scary!

I wish to wish the wish you wish to wish,
but if you wish the wish the witch wishes,
I won't wish the wish you wish to wish.

A flea and a fly flew up in a flue.
Said the flea, "Let us fly!"
Said the fly, "Let us flee!"
So they flew through a flaw in the flue.

Fuzzy Wuzzy was a bear.
Fuzzy Wuzzy had no hair.
Fuzzy Wuzzy wasn't very fuzzy, was he?

Birdie birdie in the sky laid a turdie in my eye.
If cows could fly I'd have a cow pie in my eye.

I slit the sheet,
the sheet I slit,
and on the slitted sheet I sit.





SUMMARY

In summary, for a good presenter to be able to deliver a good and effective presentation, both verbal and non-verbal communication skills are equally important. In order to communicate effectively during presentations, a presenter should be able to use their eyes to see others facial expressions and to make eye contact, use their ears to be attentive towards the questions and the surrounding, use their mouth to answer the questions and deliver the information, use their mind to gather all the information and to take control of the presentation and use their heart to present with passion and commitment towards the audience. To be able to use these skills efficiently and at ease, the only way possible is to **PRACTICE! PRACTICE! and PRACTICE!** Using these skills might feel both artificial and awkward at first but with lots of practice, it will help you in becoming an **EXCELLENT PRESENTER!**





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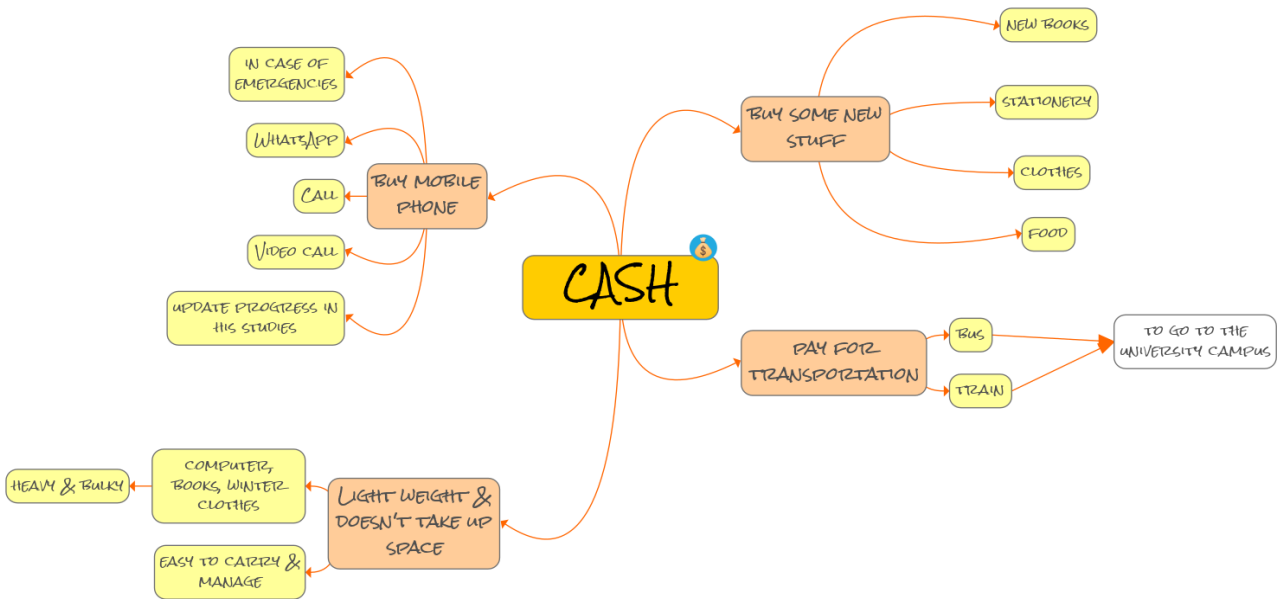


ANSWERS



➤ GENERATING IDEAS – BRAINSTORMING WITH MIND MAPPING

Practice 1



Practice 2



➤ **VERBAL & NON-VERBAL COMMUNICATION**

Practice 1

Positive	Negative
b) Good eye contact	c) Yawning
d) Nodding in agreement	d) Folded arms
e) Smiling	e) Avoiding eye contact
f) Relaxed posture	e) Staring

**Accept any suitable answers*

Practice 2

- a) The oral communication which involves mainly speaking and written communication where there is no speaking involved.

**Accept any suitable answers*

Practice 3

- a) Think from the audience's point of view.
- b) Think on how the audience understand the message.
- c) Think on how it sounds on the other side of the table.

➤ **APPROPRIATE INTRODUCTION IN A PRESENTATION**

Practice 1

- 1. c
- 2. a
- 3. b
- 4. a
- 5. b

Practice 2

- 1. d
- 2. a
- 3. e
- 4. h
- 5. f
- 6. b
- 7. g
- 8. c

Good afternoon, everyone. Let me start by introducing myself. I am Suzanna. I am going to talk today about our company's performance. To begin with, I will describe the progress made this year. Then, I will mention some of the problems we encountered and how we overcame them. After that, I will consider the possibilities for further growth next year. Finally, I will summarise my presentation and conclude with some recommendations. Do feel free to interrupt if you have any questions.

➤ **HANDLING QUESTIONS AND ANSWERS SESSION CONFIDENTLY AND PROFESSIONALLY**

Practice 1

***accept any suitable answers as the questions are opinion questions.*

Practice 2

***accept any suitable answers based on the product created by the students for their assessment, Presentation 20%.*

Publisher



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