



Ministry of Higher Education and Scientific Research
AL-Mustaqbal University College of Science
Department of medical biotechnology



Biochemistry

Lecture 5

Presentation Skills

By

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Presentation skills

- ❑ Presentation skills are the abilities one needs in order to deliver compelling, engaging, informative, transformative, educational, enlightening, and instructive presentations.
- ❑ Central to effective presentation skills are public speaking, tone of voice, body language, creativity, and delivery.

Elements of Effective Presentation

Presenter

Audience

Message

❖ **Message**

- 1. Determine Objective(s)**
- 2. Organize your presentation**
- 3. Direct Data Research**
- 4. Support Attractive Opening & Flourishing Closing**
- 5. Effective Delivery**

❖ Audience

- ✓ Who are your Audience?
- ✓ Grabbing your Audience's attention
- ✓ Building Credibility
- ✓ Reading Audience' Body Language
- ✓ Handling Audience's Questions

❖ Presenter

- Overcoming Nervousness
- Believe in yourself
- Grammar & Pronunciation
- Presenter' Body Language

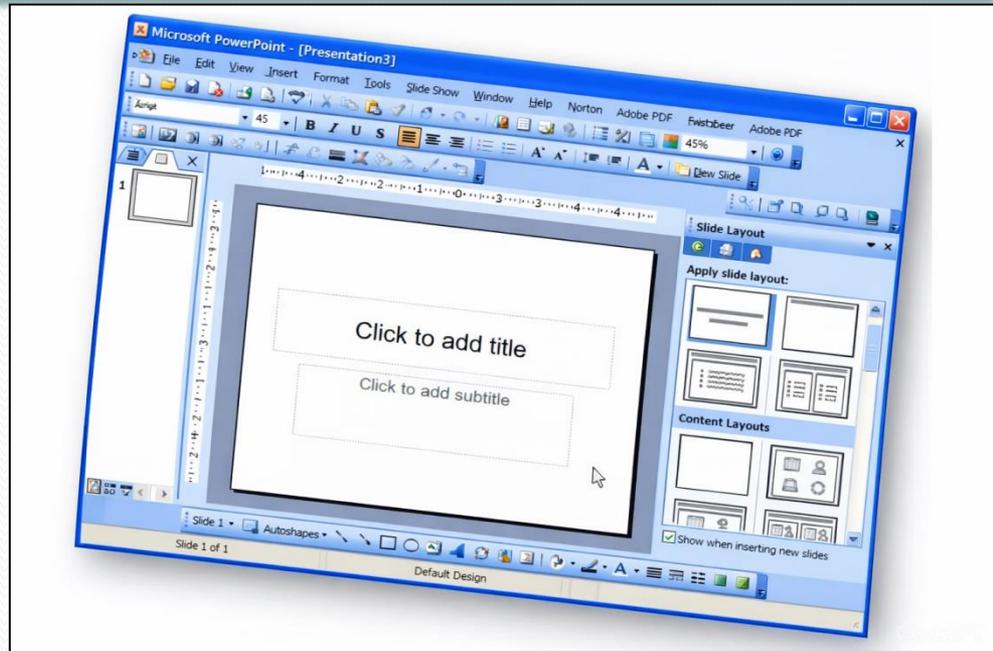
Steps to Organize a Presentation



Effective “PowerPoint” Presentation

Should be attractive topic, content, to be clear, simple, progress, consistent, with eye catching design, less font styles, less colors, less points per slide, concise and Practical

<https://prezi.com/>



Presentation Opening

- A. You should consider answering two questions for your audience, Let your audience know answering to “Why you” & “What is in it for me”**
- B. presentation style should be “Audience-centered” Capturing your audience attention the moment you begin & keep it throughout**
- C. Consider your introduction time limitation, 2-3 minutes•**
- D. Consider audience relationship with your topic (anticipate some Resistance)•**
- E. When you’re your audience are relaxed, you can be relaxed too**



Possible ways to start your presentation

- i. Ask a question**
- ii. Using today's date**
- iii. Quote**
- iv. Non-verbal attention getting device**
- v. Story**
- vi. Shocking statement or statistics**

Audience Handling

- 1. Treat your audience as a strategic partner to achieve successful outcomes.**
- 2. Watch for signals, read cues, and actively involve the audience.**
- 3. During Q&A:**
 - Clarify how and when questions will be handled.**
 - Prepare for difficult or unexpected questions.**
 - Stay confident and in control.**
 - Analyze questions carefully.**
 - Handle hidden agendas tactfully.**
 - Be honest with your audience.**
 - Keep smiling.**

4.Prisoners

Some people may look uncomfortable or uninterested (like crossing arms or tapping their foot). Don't let their mood affect you. Stay calm, confident, and in control. Keep positive body language.



5. Vacationers

People who are distracted or hard to focus need to know “what’s in it for me?” Engage them by asking, using their name, and group brainstorming.

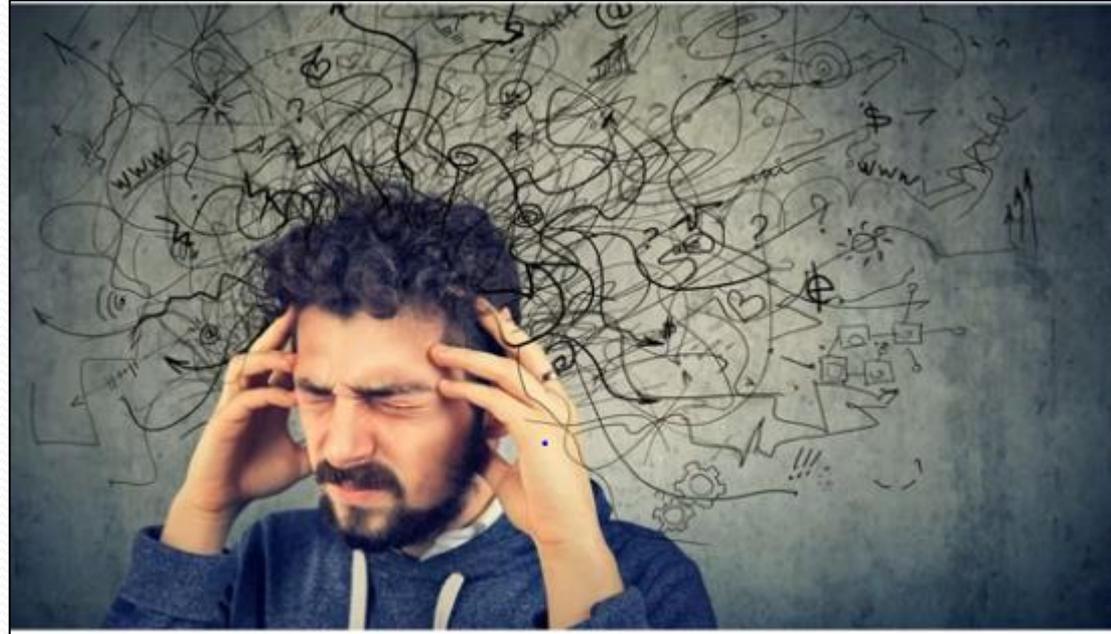
6. Sponge

who like your topic; you should use them or you could loose them



Overcoming nervousness during

- ✓ Not practiced enough
- ✓ Practiced too much
- ✓ Don't know the audience
- ✓ Can't deliver well
- ✓ They won't like me
- ✓ My mind will go blank
- ✓ The physiological response to excitement and fear is similar.
- ✓ Practice your presentation in front of mirror
- ✓ Smile
- ✓ Do some physical activity



Presentation Closing

- ❑ Keep Flourishing Closing & Left your audience felling positive
- ❑ Conclusion of the main points of your presentation
- ❑ Plan your closing as your introduction
- ❑ Let your audience remember best of what you said last



*Thank
you*

