

Tips

Presentation Skills



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CLASS 2 – LAYOUT

The following are some useful equipment and associating vocabulary. If you are asked what you need for your presentation you will have an answer!



Presentation Mouse



Slide Projector



Extension wire



Liquid Crystal Display (LCD) projector



VGA Connector



HDMI Connector



Laser pointer



Flip Chart

Positive Signals*Positive Signals Practice*

I'm happy I'm honored	→ to have this opportunity to...
It is an honor It is a great opportunity	→ to be here today and speak about...
Good morning, Good afternoon, Good evening,	→ ladies and gentlemen.
Welcome to I'm glad to see you at Thank you for your interest in	→ my presentation.

Topic Sentences Practice

The topic The aim The main point	→ of this presentation is...
The reason I am here is to	→ review our work on... describe the results from... introduce...

For your next presentation:

What will be your positive signal?

Using body language STRONG. Stand tall, Take a look at people, Relax with a deep breath, Open body language, No negative announcement and Give a strong positive tone of voice.

What will be your topic sentence?

The topic of this presentation is Giant business. We' ll introduce the model for engagement and promotions. We hope you will like it and collaborate with our company.