



3<sup>rd</sup> Graduate conference on  
Environment and Sustainable Development

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Urbanization: Challenges and Opportunities



# Presentation skills

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Orientation Training

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- Communicate information, knowledge and opinion
- We communicate with words, writings, body language, vocal and sign language



# Communication is a skill.



# Why people do not listen properly

- **Busy** with their own thing, **No time** to pay attention.
- Presented matter may not be **of their interest**.
- Skipping the listening part mean **less knowledge is communicated**.

# People skip what is being communicated

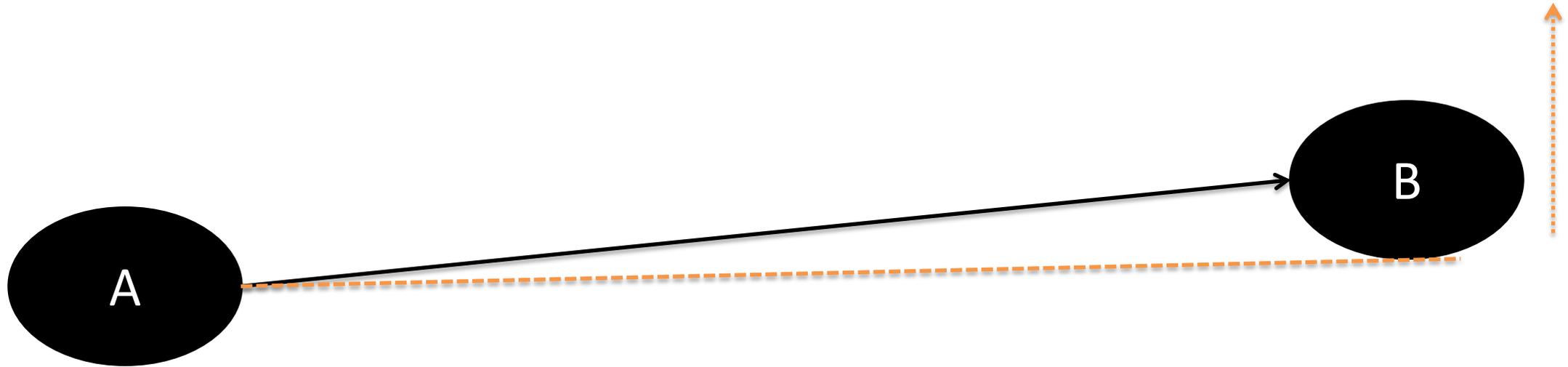
- People communicate **without proper practice and organization** (often leaving obvious messages or delivering incomplete messages).

WHAT I THINK

WHAT I CAN  
PUT INTO  
WORDS

WHAT I  
SAY TO  
OTHER  
PEOPLE

WHAT  
PEOPLE  
ACTUALLY  
UNDERSTAND



Where they are when they entered the room

Where you want them to be when they leave the room

# Planning a presentation

*[combination of writing, vocal and visuals]*

## Some questions

- What do I want to say? [Lack of focus]
- Not providing adequate information, data, scientific details.
- Understand your audience
- You make it interesting and informative when you figure out what is important to them
- For effective presentation keep your focus on audience

1. Use text, gestures, eye contact, pitch and body language properly to communicate what you are trying to explain
2. Nervous??
3. Understand your audience: explore their interest.
4. Explore what they know that I have to build upon
5. Manage time

# Reflection

- By the end of presentation, what I want audience to:
  - *learn?*
  - *feel?*
  - *to do?*
- *Build these by asking yourselves*
- *Do not wait for the audience to figure this themselves*

# Difference between power point presentation and writing

- **Point presentation:** body language, verbal language and direct connection (eye contact) with audience, flowery words, selection of words to go with visual, no sentences, repetitions and emphasis, vocal pitch etc
- Power point uses less words

*Other skills such as thinking, organizing, focus, crafting, persuading etc are similar*

# Some Tips

- **Editing your work: do not rely on spell checker**
- **Responding rather than react**
- **Poor preparation**
- **Avoid "One-Size-Fits-All" Approach to Communication**
  - You need to consider people's different personalities, needs and expectations. Address those differences as much as possible.

- **Give credit:** When audience feels that the idea and arguments in presentation is not the original but copied from another source.

*The reader stops reading.*

[Use others idea but give credit].

- **Organized:** Organize before you communicate ideas. ***Develop some key points*** when communicating that act as **anchors**, bringing focus and clarity to your communication.

- **Three points:** Choose three main points and keep your communication focused on those to **keep you off wandering**.
- Once you start to convey **your three main points**, make sure everything you're saying adds to the message you intend to communicate and strengthens it.
- **Define purpose:** Make it clear what you're hoping to convey. Your purpose could be to inform, obtain information, or initiate action.

- **Eliminate unnecessary words**
- **Stick to your purpose of writing and target audience**
- **Revised slides**
- **Peer review:** if possible practice and get feedback before you present.

# Thank You