# PRESENTATION & DATA RESPONSE

**2** PAPER

**2** TOPIC
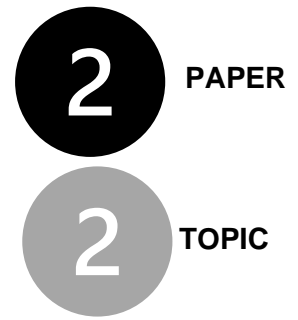
## PRESENTATION

**Factors that must be considered when preparing for a presentation.**

**(BEFORE the presentation)**

- Include visual aids that will enhance your presentation.

- Include only the information that is important and reliable in your presentation.

- Be familiar with the background of your audience so that your presentation speaks to their area of interest.

- Familiarise yourself with the content of the presentation to ensure a smooth flow of the presentation.

**Factors that must be considered by the presenter while presenting.**

**(DURING the presentation)**

- Mention the important information first.

- Use suitable section titles / headings / subheadings / bullet points

- Do not rush or talk to slowly

- Keep the presentation short and simple

*Identify factors that must be considered when preparing for a presentation and during the presentation from given scenarios/case studies.*

**Explain how to respond to questions after a presentation in a NON-AGGGRESSIVE and professional manner.**

**(AFTER the presentation)**

- The presenter should stand throughout the feedback session.

- Be polite/confident/courteous when responding to questions.

- Ensure that each question/comment is clearly understood before responding/re-phrase questions if uncertain.

- He/she should first listen and then respond.

*Quote ways in which the presenter can handle feedback/questions in a non-aggressive and professional manner from given scenarios/case studies.*

## Recommend areas of improvement in the next presentation.

- Infuse humour at the appropriately time in your presentation.
- Increase the use of visual aids or replace aids that don't work well.
- Always be prepared to update the information relevant.
- Reflect on any problem and avoid it in future presentations.

*Identify areas of improvement in the next presentation from given scenarios/case studies*

## DATA RESPONSE

## Outline/Explain aspects that must be considered when designing a multimedia presentation

- Start your slides with text and a heading.
- Avoid using text that is not legible or a font that is too small.
- Choose images that will enhance the message/information that you would like to convey.
- Include appropriate graphics to complement text on the slides.
- Include special effects/sounds/animation in your presentation that will captivate your audience
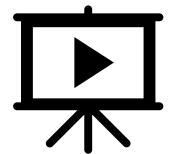
## Give examples of non-verbal presentations

1. **Tables** (Wonder Woman) – A table is a set of facts and figures arranged in columns and rows.
2. **Graphs**
   a. Bar graph (Harry Potter): a bar graph is a diagram showing how two or more sets of data are related.
   b. Line graph (Serena Williams): is a diagram, usually a cline or curve which shows how two or more sets of numbers or measurements are related.
   c. Histogram (History books on Roni's desk): a bar chart used to show how different sets of information compare.
   d. Pie chart (Clock): is a circle divided into segments, represented with percentages.
3. **Diagrams** (Nil Sine Labore sign)– is a symbolic representation of information using visualization techniques.
4. **Illustrations/Pictures** (Lathitha) - a decoration, interpretation or visual explanation of a text concept or process.
5. **Business Report** (Dante)- a written report is a document that presents information in an organized format for a specific audience and purpose.
6. **Flip chart** (Roof) - is a stationary item consisting of a pad of large paper sheets, fixed to the upper edge of a white board.
7. **Handouts** (Windows) - a handout is a special view of the presentation suitable to be printed and distributed to the audience.
8. **Slide shows** (TV) - is an on screen presentation of information/ ideas presented of slides.
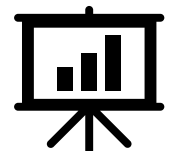
## Impact of the following visual aids:

### PowerPoint/Data projector

- ✚ Visuals/audio aids like sound/video clips could easily be included in the power point presentation.
- ✚ The interest of stakeholders/audience may be attracted by the use of various multimedia in the slides.
- ▪ The presenter may not know how to operate the data projector/power point presentation.
- ▪ The stakeholders/audience maybe distracted by the presenter simply repeating what is displayed on the slide

### Overhead projectors/Transparencies

- ✚ Transparencies allow the presenter to project graphics in various colours.
- ✚ May be used to guide the presenter when he or she summarizes the presentation.
- ▪ Transparencies can not be used in combination with audio video clips.
- ▪ Partially lit rooms or dimmed lights make it difficult for stakeholders holders/audience to record information for later use.

### Hand-outs/flyers/brochures

- ✚ Brainstorming ideas generated from the stakeholders/audience could be recorded on a flipchart
- ✚ Insufficient time during the presentation may prevent the presenter from using the flipchart effectively.
- ▪ The writing of the presenter may not be legible, which may negatively affect the standards the presenter strives to maintain.
- ▪ A presenter that uses a flip chart often during a presentation may end up with a messy one that may confuse the stakeholders/audience.

### Flip charts

- ✚ The information could be verified by comparing it with the PowerPoint presentation
- ✚ Any new information could effortlessly be included in subsequent copies of the hand-outs
- ▪ The author has no control over the illegal distribution of the support material .
- ▪ The cost of printing is high, and the hard copies may easily be misplaced.

**Interactive whiteboard/Smart boards**

+ Sound /Visual aids could effortlessly be used in conjunction with the interactive whiteboard /smart board.

+ Effective to record responses and new proposals from the stakeholders/audience.

▪ A presenter not skilled in the use of the interactive whiteboard /smartboard may not be able to access all the functionalities it offers.

▪ The implementation of load shedding could disrupt the presentation, as this requires a stable supply of electricity.

**Posters/signs/banners/portable advertising stands/flags**

+ Supports the main theme of the presentation if it is visually appealing.

+ May contain large pictures/key concepts to highlight important features of a product.

▪ Not suitable for small venues where the poster could be overbearing.

▪ The visual aid is one-dimensional because it cannot be used with sound/video

*Identify visual aids from given scenarios/statements*