

Presentation Skills

- Presentation is an important component in the soft skills basket
- It is the most effective and enterprising skill in communication skills.
- Every professional demands presentation skills
- It is inevitable and the most challenging task

Essential ingredients of a good presentation

- Profiling the audience
- Purpose of presentation
- Clarity of thought
- Mode of presentation
- Visual aids

Duration of Presentation

- Ascertain the time allotted
- Stick to the deadline
- Provide time for questions
- Assure the audience that you are available for clarifications even after the session

Language

- Use simple but effective language to present the argument
- Do not use offensive language
- Maintain decorum
- Show respect to people/institutions of different culture, language and faiths

Dos and Don'ts

- Do not turn your back to the audience
- Be punctual
- Make your slides look elegant
- Use pictures that suit your purpose
- Do not block the projector
- Do not question the audience as an answer to a question

Sample

Brain and Language

Brain and Language

- Understand the brain and Language
- Broca's areas and Wernicke's area
- Left brain and right brain
- How to acquire language skills

Your Brain – What is it made up of

- There are billions of living units called Cells.
- The brain and nerves are made up of spidery nerves called “Neurons”
- The Brain has about 15 billion neurons

- **Corpus Collosum:** Bridges the gap between the two hemispheres of the brain
- **Brain Stem:** Looks after the basic body functions such as breathing and heart rate without human intervention
- **Cerebellum:** Just behind the mid brain the top part of the brain is Cerebellum
- It takes care of balance and coordination

- **Carl Wernicke:**
- German neurologist identified the areas where neuron activity was immense in the process of language
- **Paule Pierre Broca:**
- The French surgeon identified that the brain sends signal to the areas which he identified was actually involved in the process of speech

- Language and speech are two different issues involving different areas of the brain
- Brain creates speech in Wernick's areas and then sends speech signal to Broca's areas which tells the speech organs to create the sounds

Left Brain

- Left brain controls the right side-sights and sounds from right side speaking, reading and understanding speech writing. Using language understanding numbers, quantities, performing calculations solving problems, thinking logically

- **Right Brain**
- Controlling the left side-sights and sounds painting, playing music, creative activities, recognising expression, faces, shapes and distance and position of objects, emotions, imaginative ideas and insights

- **Language and Brain**
- Speak slowly – adjust the speed of thought and speech
- Think in the language that you would like to speak
- Use gestures, sign language is part of the expression
- Keep your brain free from stress or pressure to speak well
- Language learning is a skill, the more you do, the better you learn

- THANK YOU