

Course Syllabus

Component-I What makes a good presentation

Component-II Presenting your message

Component-III Presenting yourself

Component IV Visual Aids

Component V Art of Public Speaking

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45 Section - A

2. What are the 5 P's of presentation skills.

A. The 5P's of Presentation:- Presentation can be overwhelming - there is a lot to consider including the training room rental, illustration, and audience. But beyond flipping through a fancy Power Point inserted with facts and figures should be a marvelous over all presentation.

Effective presenters are engaging and exciting building a deep connection to the listeners.

To know more about that, let us go through each stage for a successful presentation.

Planning:- Planning is one of the important factors in presentation. Be sure to cover the schedule, the number of participants, objectives, topics, amount of time required per topic, time of practice and delivery, materials needed, where to rent seminar room etc. Without any plans, you have nowhere to go.

Preparation :- In order to have a successful presentation, you have to prepare. Preparation includes knowing your audience and how to effectively interact with them. Answering questions like "Who are my audiences?", "What interests them?" and "What do they want to learn in the presentation?" will guide you to an exciting and engaging conversation.

Find a strategy that will help them retain the matter of discussion. Use visual aids, striking statements, and group activities.

Practice :- Regardless of how colourful the graphics in your slideshows are and how complete the data are, if you don't practice, everything may fall flat. Practicing is more than reading out the script a number of times. It should be focused and structured.

So, before facing your audience, make sure you rehearse your voice, hand gestures, posture, facial expression, body movement, and timing. Practice in front of a mirror or a camera, at home, in the office, alone or with friends. Get feedback, then work on the areas



Performance - Presentation is not just about clicking for the next slide and recitation. It's about establishing and maintaining a connection with the audience and responding to issues and ideas.

Passion - Genuine passion propels you to become effective what you do; in this case your presentation. It drives you to exert the best effort from planning up to the presentation.

The 5Ps of presentation - planning, preparation, practice, performance, and passion - are a guide for a successful presentation. Try to apply this to your next presentation and see how things have improved the previous.