

# Presentation - An Art



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Thoughts-  
The Power  
of Mind

Expression  
of  
Thoughts

Art of  
Presentation

Thoughts-The Power of  
Mind\*\*\*\*



# Expression of Thoughts - Presentation

# Outline of Presentation

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graph TD; A[Outline of Presentation] --> B[Effective Presentation]; A --> C[Before Presentation]; A --> D[During presentation]; A --> E[After Presentation]
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**Effective  
Presentation**

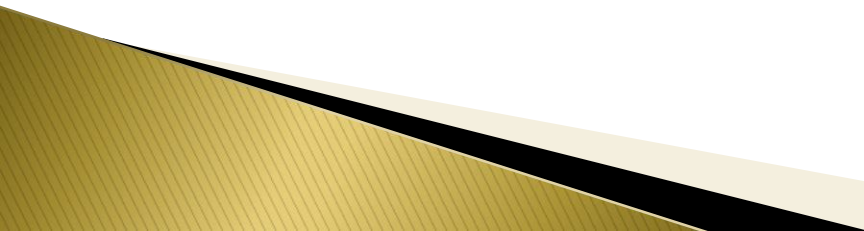
**Before  
Presentation**

**During  
presentation**

**After  
Presentation**

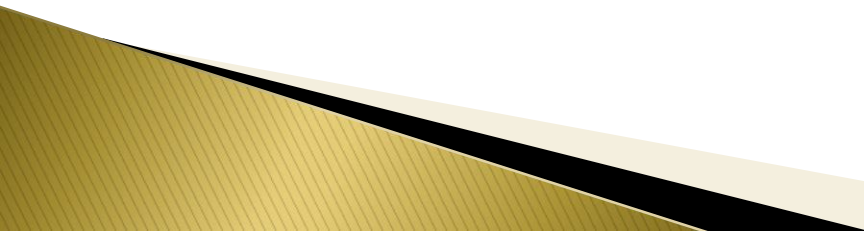
# Effective Presentations.....

## Principles of Effective Presentation

- ▶ Plan the presentation
  - ▶ Have a positive attitude
  - ▶ Know your audience
  - ▶ Motivate your audience
  - ▶ Plan terminology
  - ▶ Be enthusiastic
- 

# Effective Presentations.....

## Characteristics of Good Presenters

- ▶ Establish conditions contributing to learning
  - ▶ Explain complex notions clearly & concisely
  - ▶ Listen actively, feed back information, and verify understanding
  - ▶ Separate from group activities and discussions when needed
  - ▶ Use a range of strategies and ideas
  - ▶ Understand the needs of the audience and address it
  - ▶ Adjust time accordingly
- 

# Some practical tip for Overcoming Fear of a Presentation

- Be familiar with the material
- Create interest
- Involve audience
- Use eye contact
- Prepare possible answers for expected questions
- Check facilities
- Use prompts
- Consider appearance



# **Before the Presentation**

# Planning...

Important Factors should be considered while Planning an effective Presentation

- Purpose of the presentation
- Audience
- Subject Matter
- Duration
- Venue
- Final Check

## Purpose

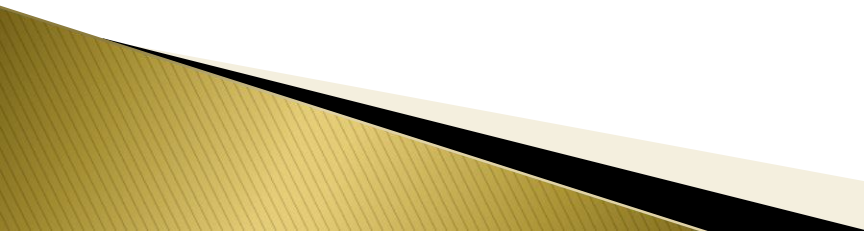
- ▶ Purpose of the presentation should be clear
- ▶ What do you hope to achieve with the presentation?
  - respond to something
  - present both sides of an issue
  - argue one side of an issue
  - tell a story
  - explain how something is done
  - describe something

# Type of the Audience – Important consideration

Understanding of the audience is a critical factor for the success of a Presentation. The audience may be:

- ▶ Active & supportive
- ▶ Shy
- ▶ Monopoliser
- ▶ Arguer
- ▶ Complainer
- ▶ Angry / Hostile

## Type of the Audience – Important consideration

- ▶ Who are they
  - ▶ Why are they attending
  - ▶ What ideas might be of interest for him
  - ▶ What knowledge do they have
  - ▶ What terminology is appropriate
  - ▶ What attitudes will they have to the topic
- 



## Subject Matter


- ▶ Based on the audience analysis:
  - The information need to present
  - How to present to ensure:
    - interest is sustained
    - audience is involved
    - Timely completion

# Duration

- ▶ Apportion time appropriately
- ▶ Also allocate time for involvement of audience
- ▶ As presenter, you **MUST** control the use of time.
  - Always monitor the audience reaction
  - Be flexible

## Venue


### Venue Consideration:

- ▶ Size and configuration of the Place of presentation & its set-up
  - ▶ Type of equipment use for presentation.  
Ensure it's functioning
  - ▶ Check the audibility of voice
- 

## Final Check

- ▶ Prepare outline and check:
  - Subject is clearly stated
  - All key points are included
  - Sequence or flow is logical
  - Timeframe set for presentation is realistic

# Important consideration - During the Presentation

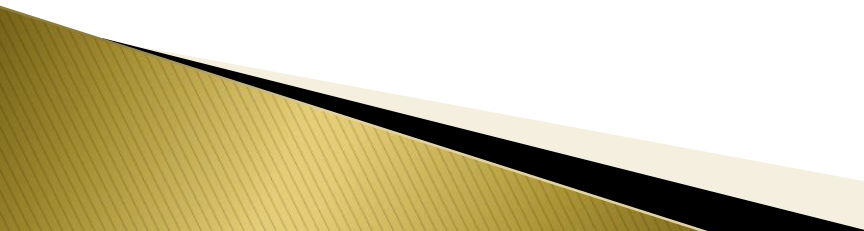
- Be relax and calm
  - Introduce yourself in brief
  - State your purpose clearly
  - Provide an overview of the topic
  - Make eye contact with the audience
  - Involve your audience
  - Use visual material in combination with verbal
  - Control you body language
- 



# Important consideration - During the Presentation

- ▶ Actively engaged audience as attention diminishes and
  - invite comments, responses, questions
  - Sometime pose questions – open ended
  - invite practical experiences

# Managing Dynamics.....

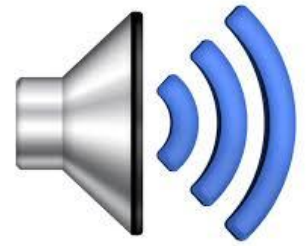
- ▶ Restate questions asked by the audience
  - ▶ Check that response satisfies questioner
  - ▶ Divert questions back to audience
  - ▶ Fairly admit when you are not clear or don't know the correct answer
  - ▶ React positively to all questions
- 

# Ending of the Presentation

- ▶ Summarize main points
- ▶ Alert audience when you near the end
- ▶ Don't forget to thank the audience for listening and acknowledge their inputs

# After delivering the Presentation

- ▶ Evaluate the learning from the delivery of the presentation
- ▶ Constructive feedback:
  - extend positive aspects
  - welcome criticism



# *Presenters - Leading the world*



# *Presenters- Leading the world.....*

**Narendra Modi**

Prime Minister of India



**P. J. Abdul Kalam**

Former President of India



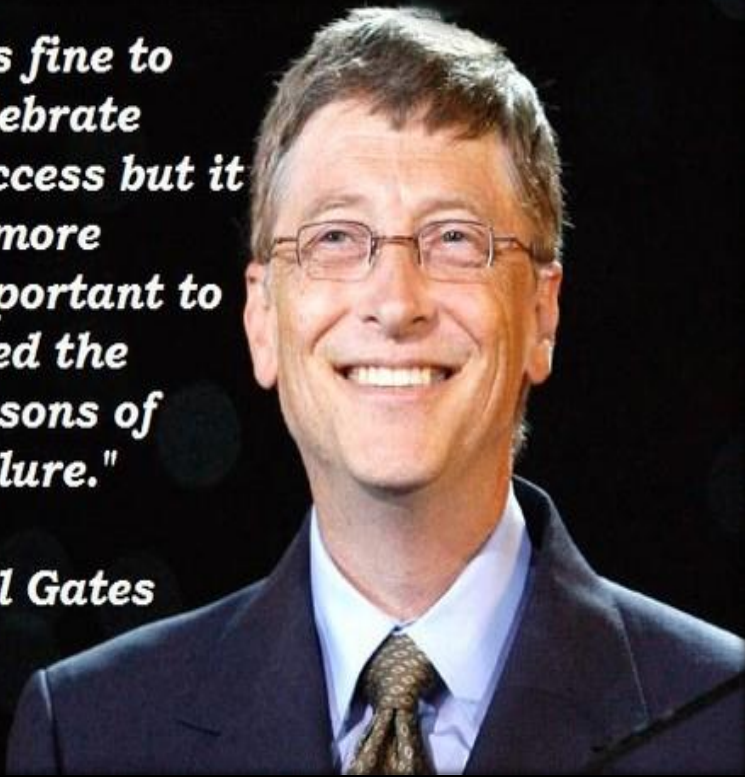
# Presenters- Leading the world.....

## Bill Gates

American philanthropist, programmer, business investor, magnate, computer

*"It's fine to celebrate success but it is more important to heed the lessons of failure."*

**Bill Gates**



## Daniel Pink

Author of five books about business, work, and management

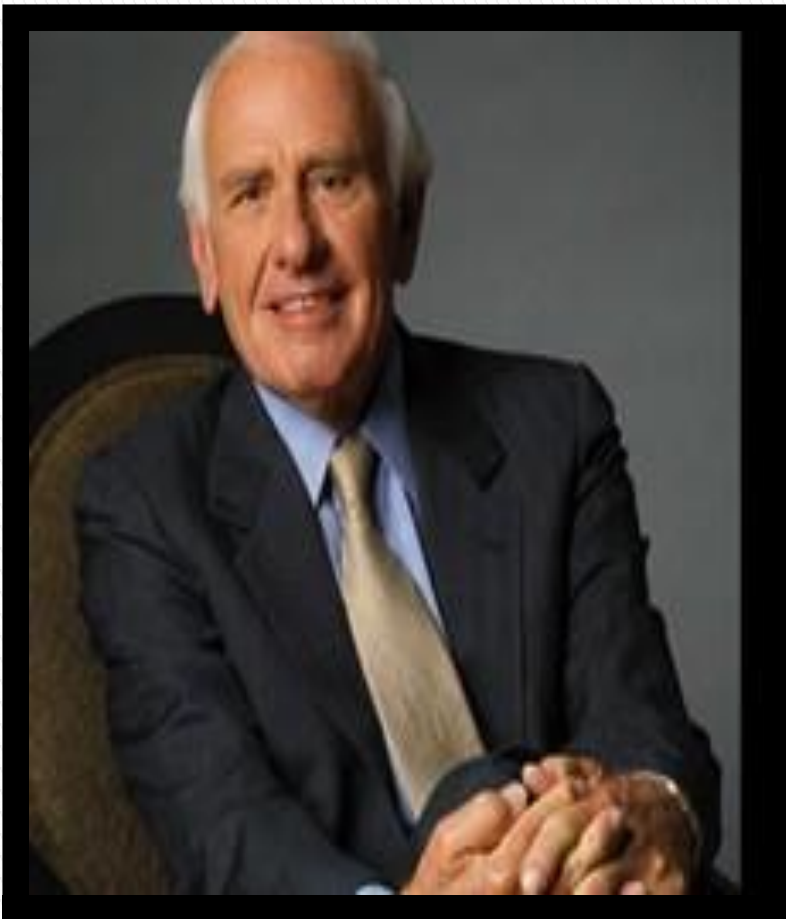


— Daniel H. Pink  
A Harvard Business Review  
"Top 50 Business Thinker"

# Presenters - Leading the world.....

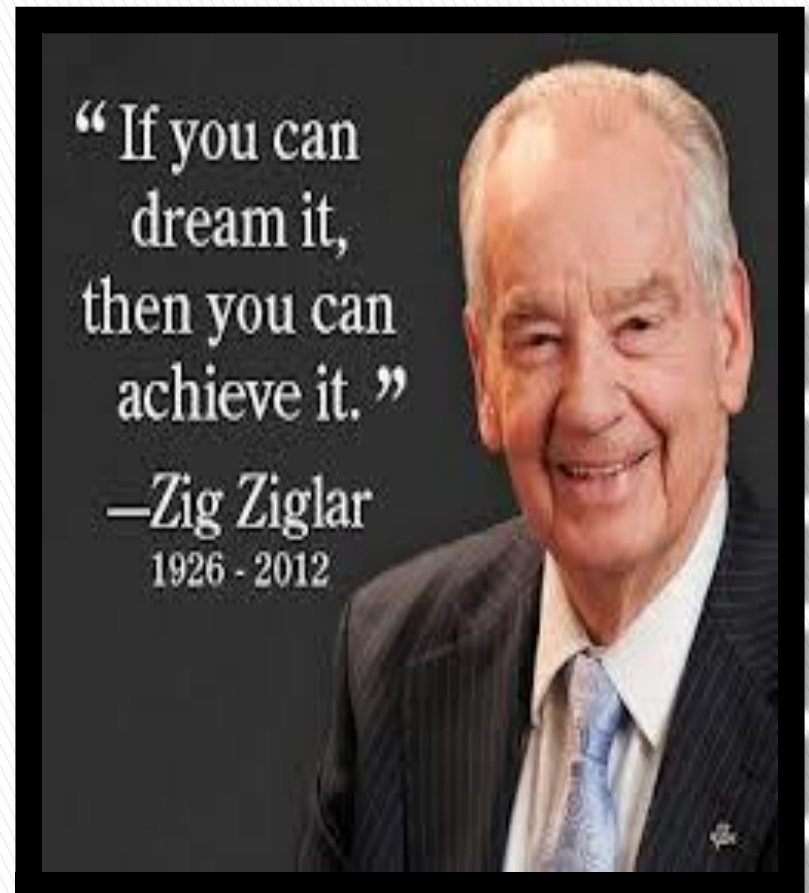
## Jim Rohn

an American entrepreneur,  
author and motivational speaker



## Zig Ziglar

an American author, salesman,  
and motivational speaker





# Presenters - Leading the world.....

## Les Brown

Motivational speaker, former Ohio politician, popular author, & radio DJ



## Nick Vujicic

Australian Christian motivational speaker born without all four limbs.



# *Presenters - Leading the world.....*

## Dr. Deepak Chopra

Indian-American author, public speaker and physician.



## Anthony Robbins

American life coach



# *Presenters - Leading the world.....*

**Marissa Mayer**

President and CEO of Yahoo!





# Presenters - Leading the world.....

## Kapil Sharma

Famous stand-up comedian

## Sandeep Maheshwari

Motivational speaker & Creative Entrepreneur of the Year 2013 by Entrepreneur India Summit





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