



# Report Writing

**Dr. Sally Saad**

Credits to Dr.Yasmine Afify for content preparation

Email

[SallySaad@cis.asu.edu.eg](mailto:SallySaad@cis.asu.edu.eg)

# Lecture 3: Presentation Skills



# Agenda

3

- **General Tips**
- **Planning**
- **Structuring a Presentation**
- **Capturing Attention**
- **Handling Pressure**
- **Do's and Don't's**
- **Email Assignment Submission**
- **Presentation Assignment Task 😊**

# General Tips

4

- **Preparation** and **knowledge** are the prerequisites for a successful presentation.
- **Passion** is a very powerful component in any successful presentation.
- Good presenting is about **entertaining** as well as **conveying** information.

# Planning



# Consider

6

- Who are the **audience**?
- What **points** do I want to deliver?
- How much **time** have I got?
- What **visual aids** are available? (You do not have to use them)

# Questions to Ask Yourself

7

- What is the **aim**?
  - What are the main **points** I want to make?
- What is my **title**?
- Who am I **speaking** to?
  - What are the *benefits* to the audience of my product/report/speech?
  - What do they *know* of the subject?
  - What sort of *questions* will they ask me?
- What do I want the **audience** to **do after** listening to my presentation?
  - Are these people “*Decision Makers*”?



# Preparation

8

- Write out your ***main argument*** or ***conclusion***.
- Write out the **main points as headings and bullet points** on a series of index cards or on a sheet of paper.
- **Visit the room** and try out the technology.
- **Time yourself** making the presentation.
- Check the **dress code** of the event/situation where you are presenting your idea(s).



# Structuring a Presentation

9



# Presentation Progress

10

Tell them what you will tell them (**introduction**),  
tell them (**development**),  
tell them what you told them (**conclusion**).

# Starting a Presentation

11

- Get people's **attention**.
- **Welcome** them.
- **Introduce** yourself.
- State the **purpose** of your presentation.
- State how you want to **deal** with **questions**.
- Give **Credits** to anyone who helped in preparing the content of the presentation.

## Exercise 1 (starting a presentation)

# Match the following statements (1-Many)

12

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Welcome them</li><li>2. Introduce yourself</li><li>3. State the purpose of your presentation</li><li>4. State how you want to deal with questions</li></ol> | <ol style="list-style-type: none"><li>a. Perhaps we can leave any questions you have until the end.</li><li>b. Today I would like to discuss our failures in the Japanese market and suggest a new approach</li><li>c. Good morning Ladies and Gentlemen</li><li>d. Feel free to ask any questions</li><li>e. I am responsible for travel arrangements</li><li>f. This morning I would like to present our new professor.</li><li>g. Thank you for coming today.</li></ol> |
|--|--|

## Exercise 1 (Solution)

# Match the following statements (1-Many)

13

- |  |   |
|--|---|
| <ol style="list-style-type: none"><li>1. <b>Welcome them</b></li><li>2. <b>Introduce yourself</b></li><li>3. <b>State the purpose of your presentation</b></li><li>4. <b>State how you want to deal with questions</b></li></ol> | <ol style="list-style-type: none"><li>a. <b>Perhaps we can leave any questions you have until the end.</b></li><li>b. <b>Today I would like to discuss our failures in the Japanese market and suggest a new approach</b></li><li>c. <b>Good morning Ladies and Gentlemen</b></li><li>d. <b>Feel free to ask any questions</b></li><li>e. <b>I am responsible for travel arrangements</b></li><li>f. <b>This morning I would like to present our new professor.</b></li><li>g. <b>Thank you for coming today.</b></li></ol> |
|--|---|

# Signposting



14

- Sentences used to **mark** different **stages** of your presentation.
- Examples:
  - When you want to make your **next point**.
  - When you want to change to a completely **different topic**.
  - When you want to give **more details** about a topic
  - When you want to **refer back** to an earlier point.
  - To repeat the **main points** of what you have said.
  - For your **final remarks**.

## Exercise 2 (signposting)

# Match

15

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. I'd like to move on</li><li>2. Let's turn now</li><li>3. I'd like to expand more</li><li>4. Going back to something</li><li>5. If I could just summarize</li><li>6. I'd like to quickly recap the main</li><li>7. I'd like to conclude</li></ol> | <ol style="list-style-type: none"><li>a. on this problem in Chicago</li><li>b. points of my presentation</li><li>c. to the next point</li><li>d. by leaving you with this thought...</li><li>e. to our plans for next year</li><li>f. a few points from John's report</li><li>g. I said earlier</li></ol> |
|---|---|

## Exercise 2 (solution)

# Match

16

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. I'd like to move on</li><li>2. Let's turn now</li><li>3. I'd like to expand more</li><li>4. Going back to something</li><li>5. If I could just summarize</li><li>6. I'd like to quickly recap the main</li><li>7. I'd like to conclude</li></ol> | <ol style="list-style-type: none"><li>a. on this problem in Chicago</li><li>b. points of my presentation</li><li>c. to the next point</li><li>d. by leaving you with this thought...</li><li>e. to our plans for next year</li><li>f. a few points from John's report</li><li>g. I said earlier</li></ol> |
|---|---|



# Presentation Body

17

- **Content:**
  - What **information** should you give in your speech?
    - ✦ All your information should support your purpose.
- **Quantity:**
  - How **much information** should you give?
- **Sequencing your ideas:**
  - **Logical**
  - **Chronological** (ordered by time)
  - **Known to unknown.**
  - **Problem / Solution.**

# Concluding

18

- Briefly **summarize** your **main** points.
- **Thank** the audience for listening.
- The end should be on a **strong** or **positive note**.

# Capturing Attention

19



# Engaging the Audience

20

- Capture **listeners interest** from the beginning.
- In the introduction, show *how your subject or what you are going to say affects or may affect their lives.*

**Make it personal**

# Attention Span

21

- The average attention span of an average listener is **5-10 minutes** for any **single unbroken subject**.
- **Break up the content** so that no single item takes longer than few minutes.
- **So don't just speak at people.**
  - Give them a variety of content, and different methods of delivery - and activities too if possible.

# Tips for Capturing Attention

22

- Use **silence** to emphasize points.
- **Eye contact** is crucial to holding the attention of your audience.
- **Involve your audience** by asking them a question.
- **Don't read out** your talk.
- **Build variety** into the talk.

# Tips for Capturing Attention

23

- Give an **unusual fact** or statistic.
- Use words like *you, we, us, our*.
- Illustrate with a **real life story**.
- Ask the audience to do something. "**Raise your hands if you know**".
- **Ask the audience** direct or rhetorical questions.

# Rhetorical Questions

24

- A **question** that you ask **without expecting it to be answered.**
- In using such a question the speaker **appears to be having a dialogue with the listeners.**
- Examples:
  - How can we explain this?
  - What does that mean?
  - What can be done about that?



# Body Language (Positive)

25

- **Eye contact** to keep audience attention.
- **Facial expressions** should be natural and friendly.
- **Posture** – stand straight but relaxed.
- **Movement** - to indicate a change of focus.

# Body Language (Negative)

26

- **Loss of eye contact.**
- **Don't stare**, or look blankly into people's eyes.
- **Swaying back and forth.**
- **Back turned** to the audience.
- **Nervous ticks.**
- **Hands in pockets.**

# Handling Pressure

27



# Fear of Public Speaking

28

- Everyone feels fearful of presenting and public speaking to one degree or another.

"Many are ready to even die in battle, but few can face an assembly without nerves"



# Handling Your Fear

29

- **Preparation and rehearsal**
  - Presentations which do not work well usually do so because they have not been properly prepared and rehearsed.
- **Experience**
  - Seek opportunities for public speaking.
- **Don't get hung up about being nervous.**

# Friendly Faces

30

- Look at your audience as **individuals**.
- Identify **friendly faces**.
- **Avoid** challenging audience.
- Whenever you're nervous, **get back to the friendly face**.

# Handling Questions

31

- **Good Question?**
  - Thank the person and answer it.
- **Irrelevant?**
  - Say so politely without embarrassing the person who is asking and get another question.
- **Repetitive?**
  - Repeat the answer briefly and get the next question.
- **Don't have an answer?**
  - Say so without being embarrassed, there is no one who knows everything.
  - Offer to find the information or ask the person asking the question what they think.

# Group Presentations

32

- Appoint a **group coordinator** and **plan a timetable together.**
- **Rehearse together** and get the timing right.
- **Move** from group member to another **smoothly** .
- **Organize** how you are going to **answer questions between you.**
- **Introduce everyone** at the **start** of the presentation.
- Don't sell out your team members 😊.



# Presenting Your Work

33

- Be **enthusiastic**.
- Be **clear** and **confident**.
- Be **honest**.

# Do's and Don'ts

# Do

35

- **Know** your audience.
- **Plan** your presentation.
- **Rehearse... Rehearse...Rehearse.**
- **Check** the Presentation Language Grammar and Sentence Structure.
- Use **graphs** and **charts** instead of words whenever possible.
- Speak **clearly, firmly** and **confidently**.
- **Smile** 😊

# Don't

36

- Say you did something that **you didn't**.
- **Put** anything in a presentation that you **don't fully understand**.
- **Respond** in a hurry (Listen carefully first).
- **Overuse** humor.
- Use **Slang**.
- **Exceed** the **allocated time** for your talk.
- Plagiarize a presentation without giving credit to the owner.

# Tips for PowerPoint Presentation

37



**Keep it Simple**

## Choose readable colors and fonts



**No Paragraphs**



## Gender Equality in Japan

- According to the latest reports from the Japanese Ministry of Labor, 72% of part-time workers in Japan are women. This is the highest rate reported yet. The number of part-time workers has been increasing for years. For many women, full-time employment is not available, or their family obligations makes it impossible for them to keep fulltime hours. Below are some comments from some prominent Japanese politicians:

- "Japanese work office environment is not yet conducive for realizing gender equality"

Shoji Nishimoto

UNDP

- "The conservatives... want to keep Japanese society traditional."

Koko Higuchi

Tokyo Kasei University



## Goal and Objective

- State the desired goal
- State the desired objective
- Use multiple points if necessary
- Any relevant historical information
- Original assumptions that are no longer valid
- Any relevant historical information
- Original assumptions that are no longer valid
- Summarize the results if things go as proposed
- What to do next
- Identify action items
- State the vision and long term direction

72% of part-time workers  
in Japan are women



# **Don't overload your presentation with animations**

Thank  
you

