

Fifi Buchanan

Public Speaking and Presentation Skills

JoinMe Tools

Audio

Tap on the phone icon > Call via internet > Connect

You can also dial in using the line below:

[213-226-1066](tel:213-226-1066)

Conference ID: 726-781-663

Chat Feature

Send questions/messages by tapping on the message bubble icon

Send to the group @All or directly to @LAPromiseFund

We will address your questions at the end of the presentation

About me

— — —

Born in San Diego

Studied English and Mechanical Engineering

Avid hiker and lover of nature

Content creator : Divine Hostess, wellness
and lifestyle



Agenda

— — —

Presentation Skills

Attire

Presentation appearance

Public Speaking Skills

Types of Speeches

Speaking style

Ways to prepare

Ways to improve

Presentation skills

Attire

— — —

- Pick out your clothes the night before
- Iron
- Wear what you have, but make it neat
- Simple is best
- Bring clothes with you instead of wearing
- Wear the appropriate size
- Minimal jewelry



Attire

— — —



Attire

— — —

A



B



C



D



E



Presentation skills

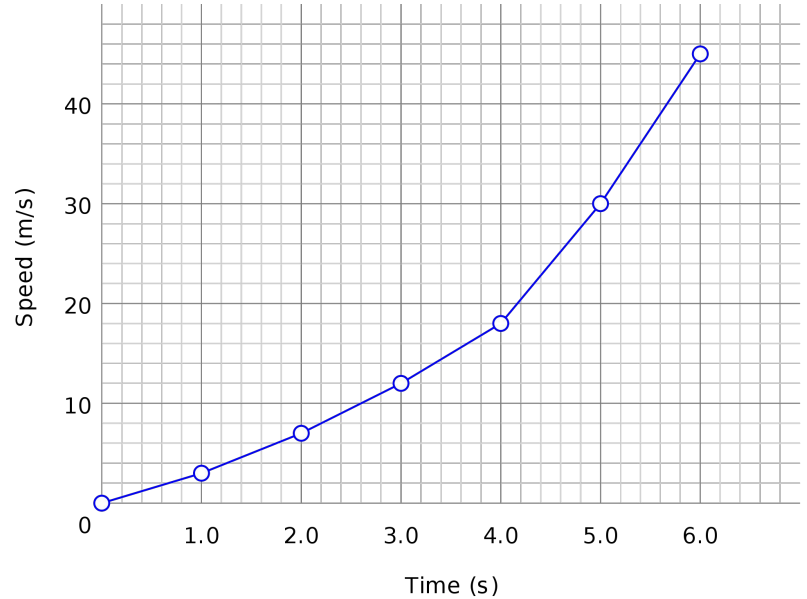
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**If the slide is hard
to read or too
distracting, they
won't be listening
to you.**

Use photos and graphs to tell a story

Is it likely that your audience will gain a better understanding with pictures or graphs?



Graphs

Only use graphs if they add to the story you're telling. Keep it simple.

Appearance

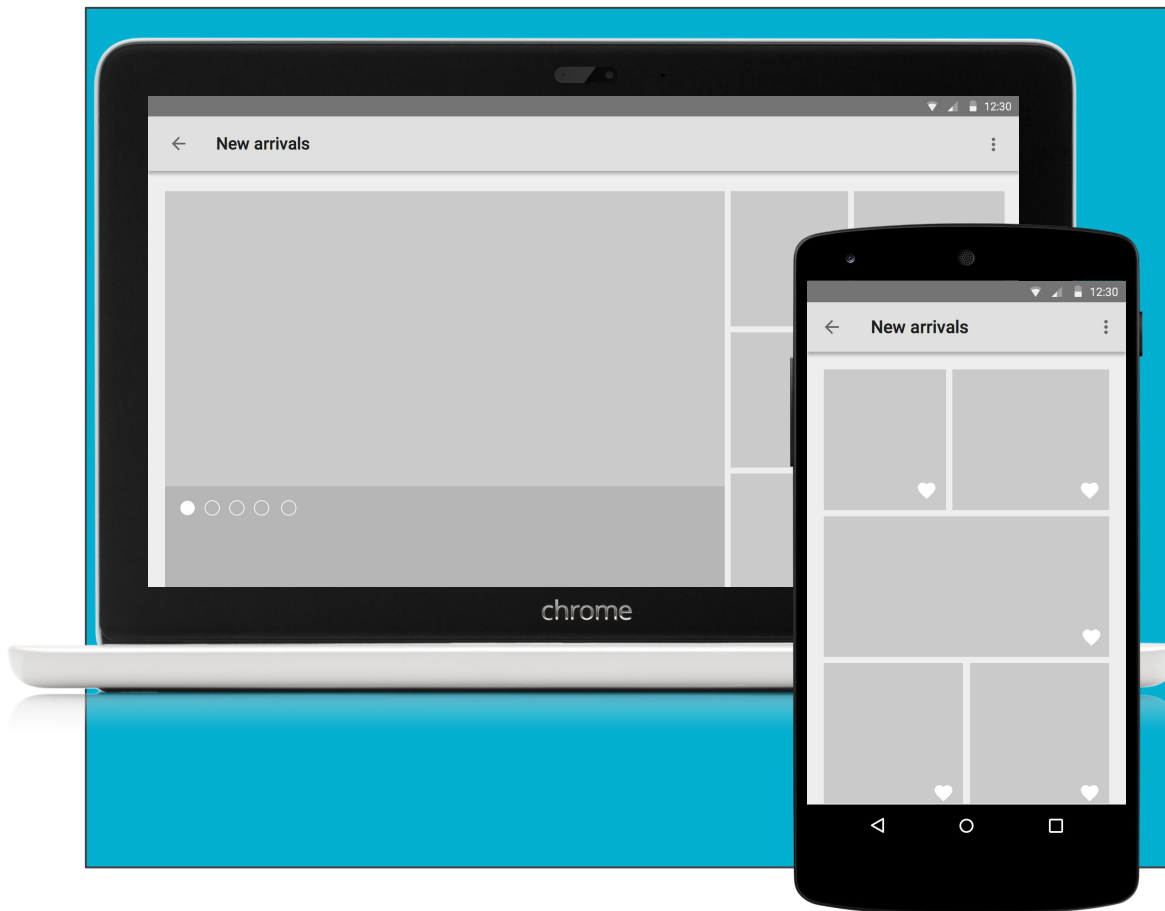
Proper font size

Clean format

Colors

Optimal slide quantity

Minimize busy slide transitions



Public Speaking Skills

3 Types of Speeches

— — —

- **Informative:** seeks to inform audience of a particular subject.
- **Persuasive:** seeks to convince the audience of a particular point of view or idea.
- **Special Occasion:** should honor or praise a person, an institution, an event, idea, or place.

Can you guess what type of speech this would be?

A: Informative

Public Speaking

— — —

- Time your presentation when you practice
- Slow down. People tend to speak fast when nervous
- Introduce yourself
- Briefly go over your agenda
- Stay on topic.
- Don't read the slides.

**“Tell them what
you’re going to say,
say it, then tell
them what you just
said.”**

Preparation

— — —

Know your subject

Know your audience

Know your key points

Know your time constraints



Dos and Don'ts

— — —

DO

- Have good posture
- Project your voice
- Make eye contact with your audience
- Smile
- Bring energy to the room

DON'T

- Ums, uhs, likes
- Speak too quickly
- Ramble
- Use casual speech
- Fidget

Ways to Improve Speaking Skills

- Practice
- Present
- Ask for critiques
- Read out loud
- Join a club
- Watch other great speakers, but develop your own style



Preparing to Speak

— — —

Warm up your voice.

Loosen up.

Do deep breathing.

Visualize the presentation going well.

Don't over-rehearse your speech.



Any Questions?

**Thank
you!**
