

PPC

ASME Professional
Practice Curriculum ©

Welcome to the Members Only Edition of the PPC! Our goal is to help you be better prepared for entry into and early advancement in the engineering profession.

This edition is a free downloadable sampler that includes the following modules:

- *Introduction to Intellectual Property (Business & Legal Series)*
- *Leadership Styles and Attributes (Management & Leadership Series)*
- *Effective Technical Presentations (Communications Series)*
- *Product Management (Product Management Series)*
- *Policy Gear (Business and Legal Series)*

To download the complete curriculum (12 series of modules) for free visit our website at www.professionalpractice.asme.org.

Career Transition Series

- Studying Engineering
- Graduate Studies
- Introduction to an Engineering Career
- Mechanical Engineering and Multidisciplinary Thinking
- Engineering Ethics

Industry Series

- Career Planning: Choosing an Industry
- Aerospace
- Automotive
- Consumer Sporting Goods
- Energy
- Healthcare

Business & Legal Series

- Entrepreneurs: Business Planning
- Engineering Public Policy - Policy Gear
- Introduction to Intellectual Property
- Patent Law
- Codes and Standards

Management & Leadership Series

- Leadership Principles
- Leadership Styles and Attributes
- Team Building
- Management Skills
- Workplace Diversity
- Mentoring
- Critical Thinking and Problem Solving

Communications Series

- Communicating to Non-Technical Audiences
- Conducting Effective Meetings
- Effective Technical Presentations
- Negotiation
- Communication Skills

Project Management Series

- Project Management
- Project Controls
- Contracting Organizations and Options

Entrepreneurial Series

- Business Incubators
- High Tech Startups

Engineering Design Series

- Conceptual Design
- Analytical Design
- Parametric Design

Product Management Series

- Product Planning
- Product Development
- Product Management
- Systems Engineering
- Safety and Risk Assessment

Sustainability Series

- Sustainability: Intro
- Sustainability: Engineering Tools

Writing Winning Proposals Series

- An Introduction
- The Technical Proposal
- The Cost Proposal
- Grant Writing for Engineers

Sales and Marketing for Engineers

- Sales for Engineers
- Marketing Technical Products

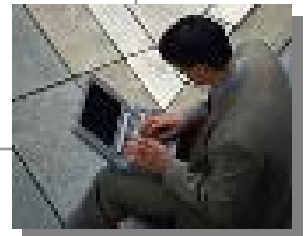
**Members Only
Edition**

PPC

ASME Professional
Practice
Curriculum[®]

Business & Legal Series

Volume 6



Members Only
Edition


ASME
SETTING THE STANDARD

The ASME Professional Practice Curriculum:

Welcome to the printed version of the PPC Online, a program of study for engineering students and early career engineers that supplements the formal college/university engineering curriculum. The PPC aims to better prepare you for entry into and early advancement in the engineering profession.

Visit us at <http://www.professionalpractice.asme.org>

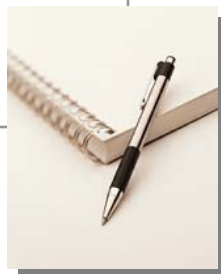
For Faculty

It is a major aim of ASME to help colleges of engineering guide the development of students and teach the principles of engineering practice and professionalism without overburdening an already full undergraduate curriculum. The PPC Online is meant to supplement the formal college/university engineering curriculum and aid engineering faculty in better preparing graduates for entry into and early advancement in the engineering profession. The modules cover a diverse array of topics, some corresponding to the ABET a-k criteria, designed to be suitable for assignment wherever appropriate in the engineering curriculum.

The ASME PPC Online is a joint project of the Center for Education and the Center for Professional Development, Practice and Ethics and is funded by the ASME Foundation.

The ASME Professional Practice Curriculum:

Volume 1	The Project Management Series
Volume 2	The Product Management Series
Volume 3	Writing Winning Proposals
Volume 4	The Engineering Design Series
Volume 5	Sustainability Series
Volume 6	Business & Legal Series
Volume 7	Entrepreneurial Series
Volume 8	Career Transition Series
Volume 9	Sales and Marketing for Engineers
Volume 10	Communications Series
Volume 11	Management & Leadership Skills Series
Volume 12	Industry Series



The ASME Professional Practice Curriculum: Communications Series

Volume 10

Communications Skills	6
Conducting Effective Meetings	27
Negotiation	44
Effective Technical Presentations	64
Communicating to Non-Technical Audiences	88

Members Only Edition

The Members Only Edition of the PPC is accessible to ASME members. The edition is a downloadable sampler of the PPC and includes the following modules:

- *Introduction to Intellectual Property (Business & Legal Series)*
- *Leadership Styles and Attributes (Management & Leadership Series)*
- *Effective Technical Presentations (Communications Series)*
- *Product Management (Product Management Series)*

***To access the full set of PPC downloads, please visit
<http://www.professionalpractice.asme.org>***

 **Effective Technical Presentations****TABLE OF CONTENTS**

Introduction	65
Part 1: How to Plan Your Presentation	65
Part 2: Preparing Your Presentation	69
Part 3: How to Kick-Off Your Presentation	74
Part 4: Delivering Your Presentation	77
Part 5: Improving Your Presentation Skills	78
Part 6: Conclusion	83
Quiz	84
Quiz: Answer Key	87

Effective Technical Presentations

Introduction

As an engineer or technical professional, you are often called upon to make technical presentations. These include presentations made during meetings, briefings, reports, the sharing of research findings, or presentations made during education and training courses. The purpose of this self-study module is to help you plan and deliver effective technical presentations.

Educational Goals

After completion of this module, you will be able to:

- Plan your presentation
- Prepare your presentation notes and media
- Kick off your presentation
- Deliver your presentation

1 How to Plan Your Presentation

Planning a technical presentation? Then remember the equation $P^6 = \text{Proper Prior Planning Prevents Poor Presentations}$. The key to an effective presentation is effective planning. During the planning stage you will think about your topic, audience, the length of your presentation and the room where you will be delivering your presentation. Asking yourself a series of questions will help you to plan your presentation.

What is your presentation topic and title?

The first step in planning your presentation is to identify or clarify your topic. What is the focus of your presentation? What is it that you want to share? What do those who will be attending want or need to know? Having a clear picture of your topic is critical to the success of your presentation. You must also consider why you are making this presentation.

Selecting an appropriate title for your presentation is essential. You want to pique the interest of your audience and at the same time let them know the topic. Which of the following presentations would you prefer to attend?

“Engineering Teams” or “Winning Season: Building Effective Engineering Teams”

Exactly - the second title is more likely to grab the attention of your audience. When selecting a title for your presentation, be honest and creative, think about your audience (what do they want to know) and keep it simple (usually less than 10 words).

Why are you making this presentation?

It is essential that you have a clear purpose for your presentation. Knowing the primary purpose will help you plan accordingly. There are several reasons why you may be making a presentation. Your purpose may be to:



Effective Technical Presentations

- Inform – to share information.
- Discuss – to focus on a specific issue or problem.
- Persuade – to help participants see a different point of view or to accept change.
- Solve problems – facilitate brainstorming and discussion to address a problem.
- Inspire – to excite or enthuse the audience.
- Instruct or train – to help participants acquire new information or develop new skills.
- Entertain – sometimes your purpose is to just amuse the participants.

Who will be in the audience?

One of the first things you want to know about your audience is the number of participants. The number of participants in your audience will have a dramatic impact on your presentation. This impact will affect you as well as the participants. For many presenters, the number of participants in the audience can have a direct link to their level of concern and apprehension. Many presenters are not as effective with larger, more formal groups. A presentation that works well in a smaller, less formal group of ten or twelve may not work as well with a group of one hundred. In addition to the obvious revisions that need to be made to the nature and type of media or visuals you will use, the amount of time allocated for questions and discussion will be significantly changed.

Knowing your audience will help you plan your presentation. You may find yourself speaking to engineers, technicians, supervisors, senior managers, customers, students or members of the community. Look at this list of potential audience members again. You will find that you will change what and how you present depending on your audience. Learn as much as possible about your audience as this information will help you plan. Try to determine:

- Experience and educational background of the audience;
- Gender or cultural mix;
- Average age of the members of the audience;
- Job responsibilities of the participants;
- Special needs of audience members;
- Issues or topics that you should avoid; and
- Members of the audience who can serve as resources during the presentation

When are you making your presentation?

Timing is everything! Sometimes you can select the time and location of your presentation (a meeting you can schedule as opposed to speaking to a group of students in a university class). If you are able to schedule the presentation, shoot for the middle of the work week and avoid very early or late in the day.

How long should your presentation be?

How much time should you allow for your presentation? This will depend on your topic, purpose, presentation methods and whether or not you are the only presenter or must fit your session into a larger meeting or program. A good rule of thumb is to allow 125% to 150% times your best estimate of the length of your presentation (presentations are usually longer than you estimate as you must factor in interaction with the audience). Another rule of thumb is that you need about two to four minutes for each computer slide in your presentation. This allows time for explanation and discussion. Knowing the number of slides will help you determine the length of your presentation. Consider these points regarding the length of your presentation:

- Let the participants know up front the length of your presentation.
- Start on time!
- Avoid running past the time provided for your presentation.
- Always allow time for questions, answers and brief discussions.

 **Effective Technical Presentations**

- Allow time for a break and activities for presentations requiring an hour or more.

Where are you making your presentation?

One of the keys to a successful presentation can be summed up in three words – Location, Location, and Location! We have all attended presentations that turned out to be a disaster because of the room and the environment in the room.

Use the facility checklist on the following page to help you to select and set up your presentation room.

Effective Technical Presentations

Facility Checklist

Presentation Title: _____

Date of Presentation: _____

Location: _____ Number of Participants: _____

Instructions: Use this checklist to select and then set up your presentation room.

Facility Checklist				
Criterion	Yes	No	NA	Comments
1. The size of the room is suitable for the number of participants.				
2. The room is free from distractions from adjoining rooms.				
3. The room is accessible to all participants, including those with disabilities.				
4. Breakout rooms are available, if needed, and are in close proximity to the main presentation room.				
5. Restrooms are located in close proximity to the main presentation room and are accessible to all participants.				
6. Seating arrangements in the main presentation room are set as checked below: ___ Theater style (chairs) ___ Classroom style (tables and chairs) ___ Horseshoe or U-shaped (tables and chairs) ___ Conference (around a table) ___ Multiple, circular (tables and chairs) ___ Multiple, square (tables and chairs)				
7. Lighting requirements are satisfactory.				
8. Location of lighting controls is satisfactory and lights can be dimmed as needed.				
9. Climate controls in the room are satisfactory.				
10. All necessary media equipment is available.				
11. Meals or refreshments are available (if applicable).				
12. A site for meals or refreshments is available (if applicable).				
13. Access to telephones and other message services is available.				
14. The smoking policy at the site is considered.				

Effective Technical Presentations

2 Preparing Your Presentation

The day of your presentation has finally arrived, and so has your audience. You walk to the front of the room, look at the audience, and nothing! You go blank, begin to stare, and perspire profusely. You suddenly realize that although you know your topic, you don't know what to say first. You think about television actors - they have cue cards. Political leaders use teleprompters. And movie stars have scripts. Now is when you understand that you need a set of notes!



Presentation notes are key points, words, phrases, and other reminders or prompts appearing in an outline format. They function as your script or set of cues that you will follow during your presentation. Many presenters make the fatal mistake of thinking that they know their content so well that they can get up in front of a group and make a presentation without notes to guide them. While there are professional speakers who can do this, most of us would find it very difficult.

Consider the following reasons for developing and using a set of presentation notes. Notes in an outline form will enable you to:

- Stay on topic. Your notes are similar to markers along a mountain trail. By periodically glancing at the markers you avoid getting lost and are able to reach your destination.
- Cover the main points without forgetting anything.
- Maintain eye contact with your audience, since you need glance only at specific points, key words, or key phrases in your notes. If your notes are in a text format, you might begin to read your notes, and your participants will soon be falling out of their chairs!
- Relax and focus on delivery instead of worrying about what point to make next.

Well-developed presentation notes consist of much more than just key information points about your topic in an outline format. They usually include other prompts, such as:

- Reminders to use specific types of media;
- Reminders to ask questions;
- Notes to share personal experiences;
- Reminders to put important points on the flip chart;
- Suggestions to use a brainstorming activity; and
- Reminders to ask a participant to assist with an activity.

Every presenter has a preference for handling presentation notes. In many cases, presenter notes are only for the presenter. These are notes to remind the presenter when to show a computer slide, ask a question, facilitate an activity, etc. These are typically not things your participants need to know; these notes may appear on paper, note cards, or may be jotted in pencil lightly on a flip chart.

There are also times when your notes are key points based on the content and you need to glance at these notes to keep you on track. In this case, the content may appear as lists of key points projected on a screen or listed on a flip chart. While these notes or key points serve to guide the delivery of your presentation, they also allow the participants to see the points at the same time (typically you will provide them with a copy of these key points). When providing copies of your computer slides, it is recommended that the participants have these at the beginning of your presentation. This allows the participants to follow along and take notes during your presentation. Be sure to keep the participants engaged with lots of interaction, questions and examples, or you will find them looking ahead in the handout.

Essentially, there are five basic formats you can use when developing notes. You can select one of these, or use a com-



Effective Technical Presentations

combination of formats. Your options include:

- Computer-based projections (slides projected on the screen for you to glance at during your presentation);
- Flip chart pages (with notes for both you and the participants to read along with reminder notes to yourself lightly written in pencil);
- Standard sheets of paper (full-page or two-column notes for you to lay on a desk or table and glance at as you deliver your presentation);
- Pages from a report, text or manual (with key points and reminders jotted on the pages); and
- Note cards (used primarily for events such as banquet presentations).

Here are some reminders about your notes. Avoid:

- Reading word for word;
- Holding them in a death grip;
- Waving them as you move around the room;
- Folding, spindling or mutilating them; and
- Losing them.

Developing and using presentation notes are related to developing and using various forms of media or audiovisuals. Presentation media are vehicles for supporting the message you are delivering to your audience. For example, an engineer presenting a short course on "Advanced Composites for Machine Components and Mechanical Systems" might use computer-based projections to graphically illustrate the advantages of composites over conventional materials. Processes might be shown by video, and models might be used to show sample parts. Also, the engineer might opt to distribute printed reference materials, as well as recommended readings.

There are some primary benefits of using media in your presentation. They include:

- Organizing your information;
- Capturing and focusing the audience's attention;
- Supplementing and reinforcing the key points of the topic you are delivering;
- Stimulating audience interest (using several forms of media can be useful); and
- Increasing participants' retention of your content.

The most common forms of media you will use in your presentations include:

- Computer-based projections;
- Flip charts;
- Printed materials;
- Writing boards (or white boards);
- Video tapes, DVDs and CD-ROMs; and
- Models and real objects.

Let's take a look at the most commonly used form of presentation media – computer-based projections. Most computers are capable of being used as the primary source for your presentation media. You can project any image from your computer using a projector.

For example, a design engineer has decided that she would like to simulate the effects of wind velocity on different structures for her presentation. With the use of a computer and projector she can show the various effects on design and structure as the wind velocity is increased from calm to hurricane force. As wind velocity increases, the effects on the structure can be graphically presented to the audience.



Effective Technical Presentations

There are a number of advantages of using a computer:

- High quality, state-of-the-art presentations
- Can be low cost because computer information and data do not need to be transferred to other forms of presentation media (e.g., to make transparencies)
- Can be used with any size audience
- Presenter can face the audience when using
- Information can be released in stages
- The presentation can be prepared in advance
- Animation and sound effects can be added (please – avoid too many sound effects)
- Equipment is fairly easy to operate

Here are some guidelines for development:

- Each screen image should follow a similar format
- Develop a title for each screen image
- Keep screen images simple
- Use no more than 36 words per screen
- Use no more than 5-6 lines of information
- Include one idea per screen image
- Use capital letters sparingly
- Use symbols, bullets, numbers, arrows, when possible
- When appropriate, use figures, graphs and tables to present information

Finally, here are some suggestions for delivering your presentation:

- Make sure the projection screen is large enough for the size of your audience, generally the distance between the audience and the screen should be no more than six times the width of the projected image (for example, if the project image is 4 feet wide the audience should be within 24 feet of the screen)
- Make sure the projection screen is high enough (about 3 feet above the floor) for easy viewing
- Run extension cords along the walls and tape them to the floor or use plastic or vinyl walk covers to avoid tripping over them
- Check for keystone images where the top of the image on the screen is wider than the bottom of the image (some projectors can be adjusted to eliminate keystone or, if necessary, tilt the top of the screen toward the projector to eliminate keystone)
- Use a pointer to highlight or call attention to key points
- Make sure you know how to operate the equipment you will be using
- Set up and run through your presentation slides before your presentation

Describing how to develop and use the other forms of media is beyond the scope of this module. The reference listed in the bibliography will provide you detailed information on each of these media.

The following pages contain two exercises: “Planning Your Presentation” and “Preparing Your Presentation Notes & Media.”

 **Effective Technical Presentations****Exercise: Planning Your Presentation**

Instructions: Completing the information in this exercise will help you create a vision or plan for your presentation.

Topic(s) to be addressed in the presentation:

Title of the presentation: _____

Brief description of the presentation:

Description of the intended audience (including number of participants):

Presentation date: _____

Starting time: _____

Ending time: _____

Description of the presentation location (use the facility checklist to plan):



Effective Technical Presentations

Exercise: Preparing Your Presentation Notes and Media

Instructions: Completing the information in this exercise will help you to identify the format(s) you will use for your presentation notes and the types of media you will use during your presentation.

Presentation note formats (check and then briefly describe all that apply):

Computer-based projections _____

Flip chart pages _____

Standard sheets of paper _____

Pages from a report, text or manual _____

Note cards _____

Types of media (check and then briefly describe all that apply):

Computer-based projections _____

Flip charts _____

Printed materials _____

Writing boards (or white boards) _____

Video tapes, DVDs and CD-ROMs _____

Models and real objects _____

Effective Technical Presentations

3 How to Kick-Off Your Presentation

The first few moments of your presentation are critical. What you say and do establishes the climate for the presentation. If you know the members of the audience, then you can move directly to introducing your presentation. If you are new to the audience, then it will be necessary to introduce yourself. When all of the participants do not know each other, and the size of the group is manageable, you can facilitate participant introductions before introducing the topic.

When introducing yourself, be brief and focus on only those aspects of your background that relate to the presentation. If someone is going to introduce you, then prepare a brief bio sketch for their use.

When facilitating the introductions of the participants, the most common approach is to have each person introduce him/herself. This can also be one of the most boring. When time permits, asking the participants to work in pairs to briefly interview each other can have a very positive impact on the presentation climate. Each person introduces their new friend by sharing their name, position and something unique about that person.

After introductions, it is time to move into your presentation. A good introduction will get you and your presentation off on the right foot. Consider these questions as you prepare your presentation introduction:

- What is the objective or purpose of your presentation?
- What are your expectations?
- What are the participants' expectations? You can ask for individual responses or ask the participants to work in small groups to identify expectations.
- What is the schedule? Participants want to know the starting and ending times.

There are a number of techniques you can use to introduce your presentation. To provide variety and avoid boredom – both yours and the participants' – try different techniques. Here are some of the techniques you can use individually or in combination.

- Review the presentation objectives (always use this one).
- Ask a rhetorical question to spark interest. Participants like to get involved in question and answer sessions. For example, "How many of you would like to reduce product development time?"
- Ask for show of hands related to a question about your topic. Get them involved early.
- Ask a series of questions to lead into your presentation.
- Use an interesting or famous quotation (lots of books and websites out there where you can find appropriate quotations).
- Relate the topic to previously covered content (when making a series of presentations to the same group).
- Share a personal experience related to the topic. Just avoid too many "I remember when" stories – this will put them to sleep.
- Relate the topic to real-life experiences (yours and those from participants).
- Use a case study or problem-solving activity. Participants like working in small groups to tackle problems.
- Use a video segment or other form of media – just be sure it relates to the topic.
- Project a funny or appropriate cartoon (and we mean appropriate).
- Make a provocative statement to get someone to take issue with you. Careful with this one – avoid getting someone too upset.
- Give a unique demonstration.
- Use a game or role play activity.
- Relate the topic to future work experiences or activities.

 **Effective Technical Presentations**

Using a combination of several of these techniques will help you get your presentation off to a good start. As a general rule of thumb, your presentation introduction should last only two or three minutes. The goal is to grab participant interest and move into your main content.

The exercise on the following page, “Kicking Off Your Presentation,” will help you to plan the introduction to your presentation.

 **Effective Technical Presentations****Exercise: Kicking Off Your Presentation**

Instructions: Completing the information in this exercise will help you to plan the introduction to your presentation.

Your personal introduction (for someone to introduce you):

Your name: _____

Your title: _____

Information/experience related to the presentation topic:

Activity for introducing your participants (if applicable):

Technique(s) for introducing your presentation (be sure to include sharing the objectives):

Effective Technical Presentations

4 Delivering Your Presentation

Previously in this module you have been planning your presentation. To get ready to deliver your presentation you have:

- Gathered information about your topic;
- Analyzed your audience;
- Arranged the room where you will be making your presentation;
- Prepared your presentation notes;
- Developed your presentation media;
- Planned how to kick off your presentation.

And now it's show time! Are you nervous? Do you feel a little anxiety when you think about standing up in front of the audience to give your presentation? A little apprehension or "butterflies" is normal. Before you go "on stage," let's talk about getting rid of those butterflies.



Being nervous is natural. The first step to reduce your anxiety is to be prepared. Are you still a little nervous? Then try the following suggestions:

- Arrive at the presentation room early.
- Check all of your media equipment.
- Locate and check the lighting and temperature control.
- Look over your notes one last time.
- Have water available during your presentation.
- Avoid eating a big meal before your presentation.
- Go for a short walk just prior to your presentation (be sure to come back).
- Drink a little water shortly before your presentation.

Now that you have calmed down, it is time to kick off your presentation. Use the introduction techniques selected in the previous section. Making a good introduction will grab the attention of your audience and help you relax. You are now ready to present your content using effective verbal and nonverbal communication, questioning techniques and closing with an effective summary.

Verbal communication techniques include projecting your voice, avoiding fillers (e.g., Uh, Ah, you know), using participant names, using lots of examples, providing praise, accepting participant ideas and using appropriate humor.

Nonverbal communication skills include maintaining eye contact, maintaining positive facial expressions, gesturing, maintaining good posture and moving around the room with energy.

Questioning and interacting with your participants can make your presentation very effective. Effective questioning techniques include asking questions at varying levels (easy and more difficult), asking questions of the entire group, targeting questions to individuals, repeating participant responses and questions, and providing positive reinforcement.

Planning your presentation summary is as important as planning the introduction. You can ask the participants for questions. You can ask questions addressing the key points of your presentation. You can also close with a computer slide or flip chart summarizing the "take home" message from your presentation.

Effective Technical Presentations

5 Improving Your Presentation Skills

The Presentation Skills Checklist summarizes the key presentation skills. You can use this checklist to help plan your presentation. You can review this after your presentation and reflect on the areas where you felt you did a good job and identify areas for improvement. You can also ask an experienced presenter to sit in and use this checklist to take notes and provide you feedback. Finally, you can arrange to have your presentation videotaped. You can then use this checklist to assess your presentation skills. The following four pages each contain exercises that will help you evaluate your presentation skills.



Effective Technical Presentations

Presentation Skills Checklist Critique Your Presentation Delivery

Directions: By completing this module, you are now ready to use your notes and media to deliver your presentation! The purpose of the checklist is to provide you with a format you can use to assess the effectiveness of your presentation. This checklist can be used in several ways:

- Arrange to have your presentation videotaped. Then you can use the checklist to assess your own performance, or have someone who is familiar with effective presentation skills join you in using the checklist to assess your performance.
- Arrange for someone who is familiar with effective presentation skills to sit in on your presentation and use the checklist to assess your performance. Meet with the observer following your presentation to discuss your presentation skills.

Note that the checklist has space for five observations. If necessary, you can assess your performance on five different occasions. After your first presentation, you should set some goals to improve specific presentation skills. By the time you make your fifth presentation, you should be receiving mostly “3s” for each presentation skill.

Once you have received feedback, you can establish goals for improving your skills. Record your goals below:

I would like to improve the following presentation skills:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Effective Technical Presentations

Presentation Skills Checklist

Observe the presentation and consider each of the presentation skills. For each skill, use the following rating scale to indicate the presenter's level of performance:

- 3: Is competent at performing this skill and requires no additional practice
- 2: Can perform this skill but requires additional practice
- 1: Cannot perform this skill and requires extensive practice
- NA: Skill not applicable to this presentation
- NO: Skill not observed during this observation

Presentation Skills Checklist	Observations								
	1	2	3	4	5				
Preparation Skills									
Arranged room appropriately									
Prepared presentation notes in advance									
Prepared media in advance									
Planned effective techniques to kick off the presentation									
Verbal Presentation Skills									
Projecting voice (changed pitch, tone, and volume)									
Maintaining an appropriate pace									
Pausing for effect									
Avoiding fillers									
Enunciating clearly									
Using participant names									
Using familiar terms									
Making smooth transitions between topics									
Using lots of examples									
Providing praise and reinforcement									
Accepting participant ideas and suggestions									
Looking at different sides of issues									
Using appropriate humor									
Nonverbal Presentation Skills									

 **Effective Technical Presentations**

Maintaining eye contact					
Maintaining positive facial expressions					
Gesturing with hands and arms					
Maintaining good posture					
Moving around the room with energy					
Following presentation notes					
Questioning Skills					
Asking questions at varying levels of difficulty					
Asking group questions					
Asking targeted questions					
Involving all participants					
Repeating participant responses and questions					
Providing positive reinforcement					
Summarizing Skills					
Asking for questions					
Asking questions					
Using media to review main points					
Comments:					



Effective Technical Presentations

Exercise: Delivering and Evaluating Your Presentation

Instructions: Completing this exercise will help you to deliver an effective presentation and improve your presentation skills based on feedback using the Presentation Skills Checklist. To complete this exercise, follow these steps:

1. Plan a presentation following the guidelines in this module.
2. Arrange to have your presentation videotaped and/or for an experienced presenter to observe.
3. Following your presentation, review the videotape referring to the checklist to help identify your strengths as well as areas where you would like to improve. If an observer was in the room, ask for feedback.
4. Based on the feedback, establish goals for improving your technical presentation skills.

 **Effective Technical Presentations****6** Conclusion

In this module you learned how to plan your presentation, prepare presentation notes and media, kick off your presentation, deliver your presentation, and evaluate and improve your presentation skills. The key to an effective presentation is practice - and lots of it! By applying the techniques in this module, you will be able to plan and deliver effective technical presentations.

 **Effective Technical Presentations** Quiz

1. Which of the following is the **first** step in planning your technical presentation?
 - A. Determine the members of your audience
 - B. Identify or clarify your topic
 - C. Select a presentation room
 - D. Develop your presentation introduction

2. In the module there were seven basic purposes for making a technical presentation. Which of the following is **not** one of those purposes?
 - A. Inform the audience about a topic
 - B. Entertain the audience
 - C. Work together to solve a problem
 - D. Introduce your topic to the audience

3. Which of the following is probably the **most** important information you need about the members of your audience?
 - A. Job titles of the members of the audience
 - B. The average age of the members of the audience
 - C. The number attending your presentation
 - D. Members of the audience who oppose your topic

4. Which of the following would the **best** time to schedule a presentation?
 - A. Mid morning on a day in the middle of the week
 - B. Mid morning on a Friday
 - C. Late in the day on a Monday
 - D. Late in the day during the middle of the week

5. There are a number of considerations when selecting and setting up your presentation room. Which of the following is a **false** statement related to your presentation room?
 - A. Ensure lighting is satisfactory and that you can operate the controls
 - B. Ensure that the room is comfortable and you can operate the controls
 - C. Ensure you check out the media equipment once the participants arrive
 - D. Ensure breakout rooms are available (if needed).

6. Which of the following statements regarding presentation notes is **true**?
 - A. These are key points, words, phrases and other reminders or prompts.
 - B. These are only required for new presenters.
 - C. These tell you word for word what to say.
 - D. These are used in planning but not delivery of your presentation.


7. Which of the following is **not** one of the reasons for developing and using a set of presentation notes?
 - A. Help you to stay on topic.
 - B. Allow you to read the content to the participants.

 **Effective Technical Presentations**

- C. Allow you to maintain eye contact.
 - D. Help you relax and focus on delivery of information.
8. Which of the following should probably **not** be included in your presentation notes?
- A. Reminders to ask questions
 - B. A note to share a personal experience
 - C. A suggestion to use brainstorming
 - D. A reminder to tell a joke
9. In the module there were five formats you could use for your presentation notes. Which of the following formats would you likely use only for a banquet presentation?
- A. Computer-based projections
 - B. Note cards
 - C. Sheets of paper with notes
 - D. Flip chart pages with notes
10. Which of the following is **not** one of the common forms of presentation media described in the module?
- A. Computer-based projections
 - B. Printed materials
 - C. Presentation notes
 - D. Models and real objects
11. If you and the members of the audience know each other (e.g., you work together), then which of the following would be the most appropriate method for kicking off your presentation?
- A. Move directly to introducing your presentation topic.
 - B. Ask the participants to interview and then introduce each other.
 - C. Introduce yourself describing your background as it relates to the topic.
 - D. A combination of both B and C.
12. Which of the following introduction techniques would probably be the most enjoyable for the participants?
- A. Work in pairs to interview and then introduce each other.
 - B. Each participant stands and introduces her or himself.
 - C. Each participant writes an introduction for someone else to read to the group.
 - D. Work individually to write and then read personal introductions.
13. There are several key questions you can ask to help design your presentation introduction. Which of the following is **not** one of these key questions?
- A. What is the objective of your presentation?
 - B. What are your expectations?
 - C. What is the length of the presentation?
 - D. What are the expectations of the participants?
14. Which of the following introduction techniques should you use during every presentation?
- A. Share a personal experience
 - B. Review the presentation objectives

 **Effective Technical Presentations**

- C. Make a provocative statement
 - D. Use a case study or problem-solving activity
15. Which of the following is **not** one of the presentation techniques described in the module?
- A. Ask a rhetorical question
 - B. Use an interesting or famous quotation
 - C. Use a video segment or other form of media
 - D. Ask the participants if they have any questions
16. Which of the following is the most effective technique you can use to reduce your anxiety before a presentation?
- A. Arrive in the room early and check out all of the media equipment.
 - B. Eat a big meal before your presentation so you are not hungry.
 - C. Arrive in the room early to prepare all of your presentation notes.
 - D. Arrive with the participants so that you do not appear rushed.
17. Which of the following is an example of a **poor** verbal communication technique?
- A. Projecting your voice
 - B. Using participant names
 - C. Providing praise and positive reinforcement
 - D. Using fillers as needed
18. Which of the following is an example of a **poor** nonverbal communication technique?
- A. Maintaining eye contact with the participants
 - B. Sitting on the edge of a table to make an important point
 - C. Gesturing using your hands and arms
 - D. Moving around the room
19. Which of the following is an example of an effective presentation skill?
- A. Speak in a monotone so participants can hear you
 - B. Ask targeted and group questions throughout your presentation
 - C. Avoid asking the participants for examples as you will get off track
 - D. Stand next to the front table so you can see your notes
20. Which of the following is **not** an effective technique for summarizing your presentation?
- A. Ask for questions
 - B. Ask the participants questions
 - C. Share the presentation objectives
 - D. Use media to review the key points

 **Effective Technical Presentations** Quiz: Answer Key

1. B
2. D
3. C
4. A
5. C
6. A
7. B
8. D
9. B
10. C
11. A
12. A
13. C
14. B
15. D
16. A
17. D
18. B
19. B
20. C