

PRESENTATION SKILLS

Using Visual Aids

Introduction, Body & Conclusion

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Using Visual Aids

- What are visual aids?

Anything which your audience can see, & which helps them to follow your spoken presentation, & keeps their attention & interest.

- Types of visual aid:

OHP & Transparencies

Slide projectors & slides

PowerPoint projection, using laptop computer & data

Effective Visual Aids:

1. Visual aids must be VISUAL

Use pictures/diagrams/graphs, rather than lines. Put the reference.

If you use text, use short clear list.

The slides shouldn't be distractingly decorated.

You should have a title.

2. Visual aids must be AIDS

Write only the key points.

Introducing Your Presentation

- Function:

Catch the attention of the audience.

Introduce yourself, if necessary.

Focus their attention on your topic & the objective of your presentation.

+ To provide a framework for their listening by outlining your plan for presentation

Concluding Your Presentation

- Signaling the conclusion:
 - In conclusion, In summary
 - To conclude, To sum up, To summarize
 - So
 - Finally

Anderson, Kenneth., Joan Maclean & Tony Lynch. *Study Speaking: A Course in Spoken English for Academic Purposes*. 2nd Edition. Cambridge: Cambridge University Press, 2006.