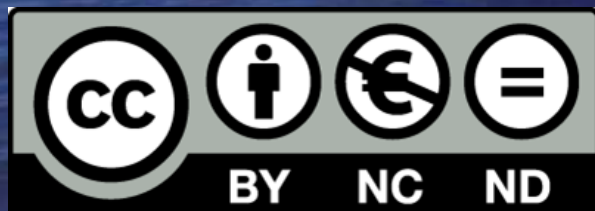




How to do a Presentation

Χρηματοδότηση

- Το παρόν εκπαιδευτικό υλικό έχει αναπτυχθεί στα πλαίσια του εκπαιδευτικού έργου του διδάσκοντα.
- Το έργο «**Ανοικτά Ακαδημαϊκά Μαθήματα στο Ιόνιο Πανεπιστήμιο**» έχει χρηματοδοτήσει μόνο τη αναδιαμόρφωση του εκπαιδευτικού υλικού.
- Το έργο υλοποιείται στο πλαίσιο του Επιχειρησιακού Προγράμματος «Εκπαίδευση και Δια Βίου Μάθηση» και συγχρηματοδοτείται από την Ευρωπαϊκή Ένωση (Ευρωπαϊκό Κοινωνικό Ταμείο) και από εθνικούς πόρους.



Άδειες Χρήσης

- Το παρόν εκπαιδευτικό υλικό υπόκειται σε άδειες χρήσης Creative Commons



Structuring the Speech

- **Introduction**

- I. Attention-getter

- II. Preview

- **Body**

- I.

- II. (three to five main points)

- III.

- **Conclusion**

- I. Review

- II. Final Remarks

-

Beginning and ending the Speech

- The Introduction:
 - Captures the audience's attention
 - Sets the mood and tone of the speech
 - Previews the main points
 - Demonstrates the importance of the topic

Capturing attention...

- Refer to the audience
- Refer to the occasion
- Refer to sth familiar to the audience
- Cite a startling fact or opinion
- Ask a question
- Tell an anecdote
- Use a quotation
- Tell a joke

Previewing Main Points...

- State your thesis
- Give an idea about the upcoming main points

Say why the topic is important to
your audience

The background of the slide is a photograph of a vast, deep blue ocean stretching to the horizon. The sky is a lighter blue with some wispy clouds. On the left side, there is a bright light source, possibly the sun, which creates a shimmering, rainbow-like reflection on the water's surface. The overall mood is serene and expansive.

Set an appropriate mood and tone

- Decide (depending on your audience and the occasion) what mood and tone you would like your speech to have

Conclusion

- Very important part of your speech
- So...
 - Do not end abruptly
 - Don't ramble
 - Don't introduce new points
 - Don't apologize
 - Thank your audience (e.g. for their attention/for being attentive)

Remember to...

- Rehearse your presentation in front of the mirror or a friend
- Not have too much text on each slide
- Be careful with slide background
- Don't just read off slide...remember that you have an audience
- Try to limit the amount of exclamations (e.g. er, uh...)