

The Components of effective presentation :

Posture

- Set your feet apart
- Balance your weight evenly on both feet
- Hold hands together and keep the about waist in front of you

Eye contact

- To check if the audience understand your speech
- Are they enjoy your speech?
- Look at the audience for 3 seconds (to collect your thoughts) befor you begin

Gestures

- Vocabulary for body language
- Helps the audience understand the message
- Examples: *three, two, one, no*, etc.

- Speak in a voice 150% louder than usual
- To release energy and give the speech enthusiasm
- Say the following sentences with the right rhythm using appropriate gesture

Practice of posture, eye contact, gesture, and voice

- There are two major problems in the articulation.
- My studio is extremely small but very comfortable
- The harmonic vocabulary of jazz consists of seven basic types of chords.

Begin your presentation by saying "Good morning,xxx You know what? and follow by one of the following sentences.

- There are two major problems in this articulation.
- My studio is extremely small but very comfortable
- The harmonic vocabulary of jazz consists of seven basic types of chords.

1. Greeting and welcoming the audience

- Good morning/afternoon, ladies and gentleman.
- Hello/Hi everyone.
- First of all, let me thank you all for coming here today.
- It is pleasure to welcome you today.

2. Introducing yourself

- First of all, let me introduce myself. I'm.....
- For those of you who do not know me, my name's.....
- let me just start by introducing my self. My name is.....

3. Presenting

3.1 Starting your topic

- Today, I would like to talk about.....
- In my presentation, I would to report on...
- The topic of today presentation is.....
- As you can see on the screen, our topic today is.....

3.2 Strategies in getting the audience's attention

- Start with an interesting fact
- Tell them a story or anecdote

3.3 Explaining why your topic is relevant for the audience

- My talk is particularly relevant to those of you who.....

-Today's topic is of particular interest to those of you who....

-My topic is very important to you because.....

-By the end of this talk you will be familiar with

3.4 Outlining the structure of your talk

- I've divided my presentation into three main parts:

3.5 Transition or signpost

-I've shown you.... Next, I'm going to tell you about

-We have seen.....Now, let's look at.....

-Let me summarize the.....

-Before I move on, let me just summarize what I've said so far.

Practice on voice inflection

1. It's been a long time.
2. It's bigger, better, and more exciting.
3. It's very important how music is a part of life.
4. The price of guitar has gone up.
5. I've never seen your guitar before.
6. You should never drink and drive.

Remember back to the beginning

-Remember what I said at the beginning of my talk today? Well,

-Let me just go back to the story I told you earlier.

Concluding

-Thank you very much for your attention.

-In conclusion, I'd like to highlight...

-Before I stop, let me go through my main points again.

-Quoting a well-known person

“If music be the food of love, play on.” William Shakespeare

“Music is a moral law. It gives soul to the universe, wings to the mind, flight to the imagination, and charm and gaiety to life and to everything.” Plato

“Music doesn’t lie. If there is something to be changed in this world, then it can only happen through music.” Jimi Hendrix

“Music should strike fire from the heart of man, and bring tears from the eyes of woman.” Ludwig van Beethoven

Q and A

Asking for clarification:

- I’m sorry. Could you repeat your question, please?
- I’m afraid I don’t quite understand your question.
- If I understand you correctly, you want to know.....

Avoiding giving an answer:

- If you don’t mind, I’d prefer not to discuss that today.
- If you don’t mind, I’d deal with this question later

Admitting that you don’t know the answer:

- Sorry, that is not my field. But I’m sure xxx could answer your question
- I’m afraid I don’t know the answer to your question, but I’ll try to find out for you

**Visuals

- Font point too small
- Long sentences
- Simple background (vs noisy)
- Use graph, illustrations, photos
- 6 and 6

>>>Look at my presentation example<<<