

THE LANGUAGE OF EFFECTIVE PRESENTATIONS

A TWO-IN-ONE COURSE: PRESENTATION SKILLS AND THE PRECISE LANGUAGE TO BE ADOPTED IN THE DELIVERY OF AN EFFECTIVE PRESENTATION.

EVEN IF THE CONTENT IS FORGOTTEN SOON AFTER YOUR PRESENTATION, YOUR AUDIENCE WILL ALWAYS REMEMBER YOU FOR AN EFFECTIVE AND IMPACTFUL DELIVERY.

AREAS COVERED: SUPPLEMENTED WITH VIDEO AND AUDIO SESSIONS

- The purpose.....Article: "My Biggest Mistake"
- The first three minutes
- Markers and Flags
- Language vs. Content
- Introducing and commenting on visuals
- Adverb usage to describe movements and trends
- Cause, Effect and Purpose
- Voice Management 1,2
- Word and Phrasal bunching, 1,2,3.
- Emphasis, Tempo and Cadence 1,2
- Emphasis 2, Focusing, Tone down, Reiteration
- Figurative Questions for effect
- Striking Distinction
- In Threes and Figurative Question Combinations
- Rapid Fire
- Build-ups
- Being Provocative
- Keeping it basic
- Creating rapport
- Business Terms revisited; Commonly used Business Idioms.
- Formal vs. Informal
- Can't do without phrases
- Handling questions and Elucidation.
- BodyTalk

Supplementary points:

1. The course is structured to provide participants with the following:
 - a. The appropriate language used in Presentations.
 - b. Emphasis on delivering effective presentations.
 - c. Voice management with emphasis, intensifiers and softening
 - d. Language in the presentation of Graphs, Charts and Diagrams, numbers.
 - e. Lots of practice on actual presentation delivery; simulated presentations.
 - f. The various techniques used by seasoned presenters and orators in getting their message across to the audience.
 - g. The art of 'hooking' the audience and maintaining their attention.
 - h. A huge warehouse of Business English words, phrases and idioms.
 - i. Dealing with questions and hostile questioners.
 - j. Body Language
2. Many courses on Presentation Skills center around the intangible aspects of presentations, from how one stands, posture, to eye contact and dealing with stress. This course emphasizes on the **exact** language and the techniques to adopt to become an **effective presenter**, in other words, the tangible aspects.