



# **Make Your Amazing Presentation**



Today, I'd Like to Speak about..

Let's Move on to..

Highlighting and emphasizing

Using visual aids

Any questions?

Has it occurred to you that...

## Greeting

- Good morning/ afternoon/ evening ladies n' gentlemen
- Welcome to this session

## Telling Name & position

- Let me just start by introducing my self. My name is David Brown.
- Most of you already know, I am David Brown. I'm the new director of..

## Getting attention/ interest

- Have you ever been in a situation where..
- Well, imagine....

## Telling title/ subject

- The topic of presentation today is ...
- Today, I'd like to speak about ...

## Telling the objective

- The objective of this presentation is to present..
- This talk will act as a springboard for discussion.

## Telling main parts/ outline

- I've divided my talk into four main parts.
- Firstly, what I want to do is giving you some background..

## Timing

- The presentation will take about .. minutes
- I will speak for about ... minutes.

## Referring to audience

- I know that you have travelled a long way.
- It's nice to see many faces.

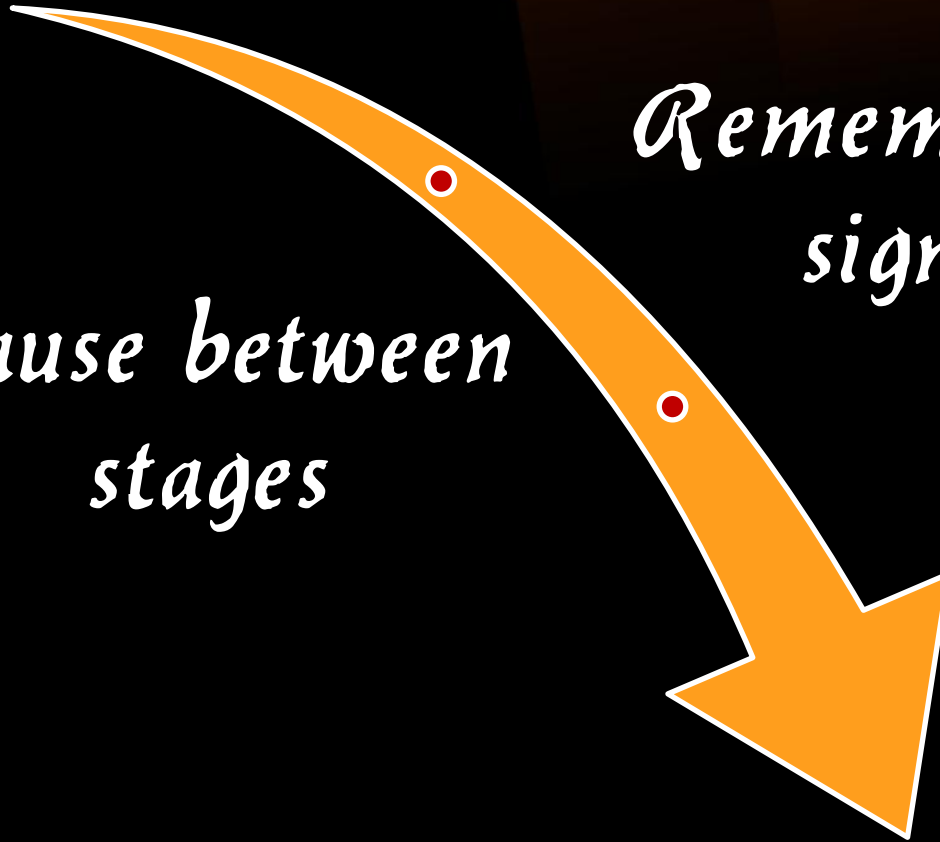
Let's move on to...

*A presentation*

*Remember to  
signal*

*Pause between  
stages*

*Journey*




Phrases to / person	1	2	3	4
Move on	There are three things I want to talk to you about today..			
Expand on			Now, that's clearly not the whole story, so just to expand on that a little, we can see...	
Go back		In a way, this goes back to what we're saying earlier about product differentiation..		

Person	Combined signals
1	<ul style="list-style-type: none"><li>• Ok first of all I'm going to fill you in on the project objectives, and then I'll bring you up to speed on how we are progressing so far.</li><li>• We'll be coming back to this later on, but just to give you a quick outline on how crowdsourcing works..</li></ul>
2	<ul style="list-style-type: none"><li>• I'd just like to say a little bit more about costly shipping if I may, before we move on to pricing strategy.</li></ul>



# Highlighting n' emphasizing

**You can make your presentation more persuasive and informative by making your points stronger.**



**Here is some words and expressions to help you emphasize or highlight some important points in your speech or presentation.**

<b>Strategies</b>	<b>Expression</b>
<b>Focusing</b>	<ul style="list-style-type: none"><li>• <b>I'd like to emphasize..</b></li><li>• <b>I'd like to stress..</b></li><li>• <b>I should reiterate/ repeat..</b></li></ul>
<b>Using " what"</b>	<ul style="list-style-type: none"><li>• <b>What we can do is ...</b></li><li>• <b>What I'd like to do is...</b></li></ul>
<b>Repetition</b>	<ul style="list-style-type: none"><li>• <b>This is very , very difficult problem</b></li><li>• <b>We thought for a long, long time about this.</b></li><li>• <b>We need to do something and we needto do it now..</b></li></ul>
<b>Contrast</b>	<ul style="list-style-type: none"><li>• <b>Actually../ in fact../ in reality../ the truth is that..</b></li></ul>

**Visual aids  
build interest**

**A picture  
worth a  
thousand  
words**

**Using visual  
aids during a  
presentation  
saves time**

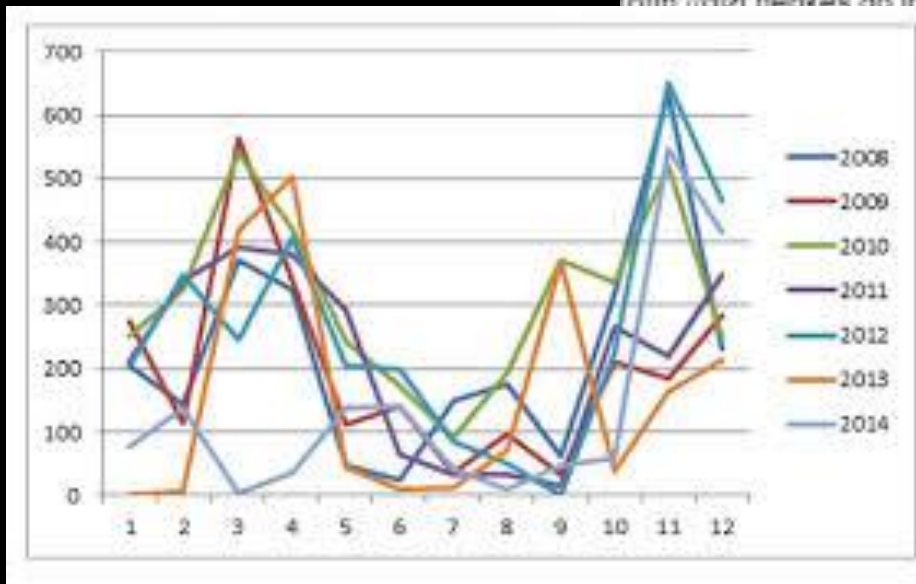
**Good visual used  
in the right way  
can help your  
audience stay  
attentive n'  
retain  
information**

**Using  
visual  
aids**



Kelompok Umur	Energi (kkal)	Protein (g)	Vitamin A (RE)	Zat Besi (mg)	Yodium (mcg)
<b>Anak</b>					
1-3 tahun	1000	25	400	8	90
4-6 tahun	1550	39	450	9	120
7-9 tahun	1800	45	500	10	120
<b>Laki laki</b>					
10 - 12 tahun	2050	50	600	13	120
<b>Wanita</b>					
10 - 12 tahun	2050	50	600	20	120

\*\*\*] Berdasarkan tabel angka kecukupan gizi 2004 bagi orang Indonesia  
<http://nizi.dinkes.go.id/>



# Any Questions??

**You've told a compelling story,  
designed dazzling power point  
slides, delivered your message  
confidently..and now you open the  
floor to questions.**



Has it occurred to you that...

**At the end of your presentation,  
you will learn to ask and respond to  
questions in a discussion.**

# References

- \_\_. 2016. *Speaking Supplementary Materials*. Yogyakarta: Pusat Pengembangan Bahasa, LPPMP UNY.