

Making a presentation

Grade 12



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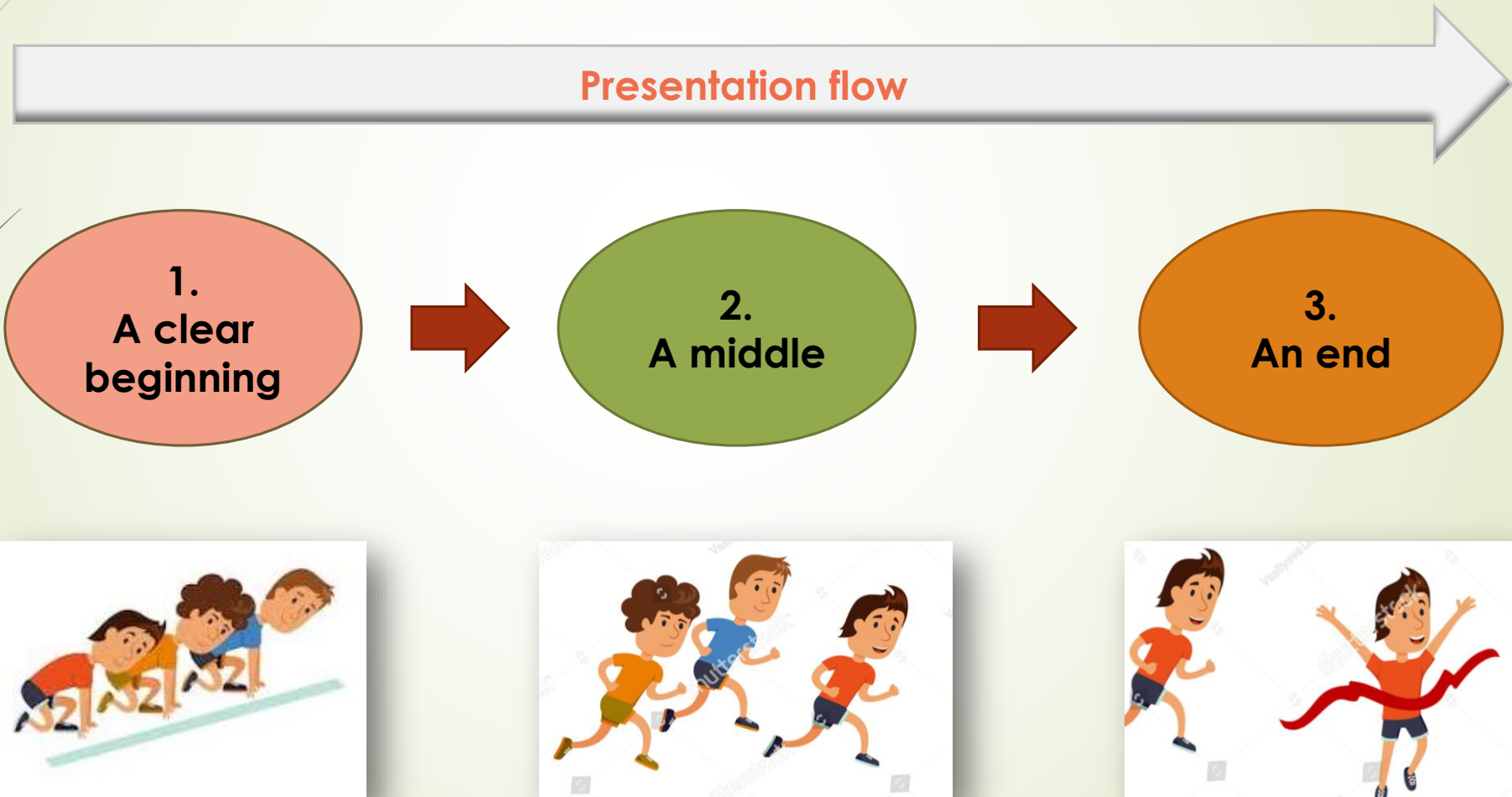
What is a presentation ?

- A presentation is a speech where you introduce information for a specific reason.
- You can make a presentation to explain a specific topic, to report research, or to market something.



The organization of a presentation

- A presentation consists with three main parts.



The beginning

➤ The beginning should consist of

➤ A greeting



➤ A self introduction



➤ The topic



➤ A brief overview of the points covered



An example for the beginning

Greeting

Self introduction

The topic

Good Morning. **I am Arjuna from Royal College**, and today I am going to tell you about **the history of vaccines.** I will start with the **story of the first vaccine.** Then my friend Saman will tell you about **the initial problems with vaccines.** Finally Malik will explain **how vaccine became stablish in healthcare.**

The brief overview of the points covered

The middle

- Here, the speaker describes each point, using examples.
- It is best to present your points one by one, following the same order you listed them in, in the introduction.
- You can use the following phrases to describe the body of the presentation.

The first point I would like to make is ...



Let me move to my second point.



My third point is ...



Finally, my last / fourth point is ...

An example for the middle

- ▶ **My first point, I would like to make is the story of the first vaccine.**
 - ▶ Edward Jenner is considered the founder of vaccinology in the West in 1796, after he inoculated a 13 year-old-boy with vaccinia virus (cowpox), and demonstrated immunity to smallpox. In 1798, the first smallpox vaccine was developed ...
- ▶ **Let me move to my second point. It is the initial problems with vaccines.**
 - ▶ A vaccine is a medical product. Vaccines, though they are designed to protect from disease, can cause side effects, just as any medication can. Most side effects from vaccination are mild, such as soreness, swelling, or redness at the injection site. Some vaccines are associated with fever, rash, and achiness. Serious side effects are rare, but may include seizure or life-threatening allergic reaction.
- ▶ **Finally my last point is how vaccine became stablish in healthcare.**
 - ▶ It is often stated that vaccination has made the greatest contribution to global health of any human intervention apart from the introduction of clean water and sanitation, but this is a claim that needs some qualification...

The End (conclusion)

- At the end briefly summarize the main ideas of the presentation and make a concluding point.



- After the presentation you should encourage the audience to ask questions if there any unclear point, to build up a good rapport.



- Finally thank the audience for listening the presentation.



An example for the conclusion

- ▶ Ok. Now we come to the end and I would like to summarize the things I present on history of vaccines. Today we talked about the story of first vaccine, then we moved to the initial problems with vaccine and finally we discussed how vaccines became established in healthcare.
- ▶ So before winding up the presentation if you have any question regarding this, please ask now...
- ▶ Ok. I hope you learned regarding vaccine history and enjoyed the presentation.
- ▶ Thank you very much for listening.



Things to remember ...



- Before the presentation , do plan, organize and practice properly. Be like an ice burg.



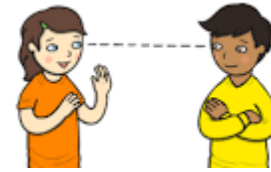
presentation

**Plan , organize
and
practice**

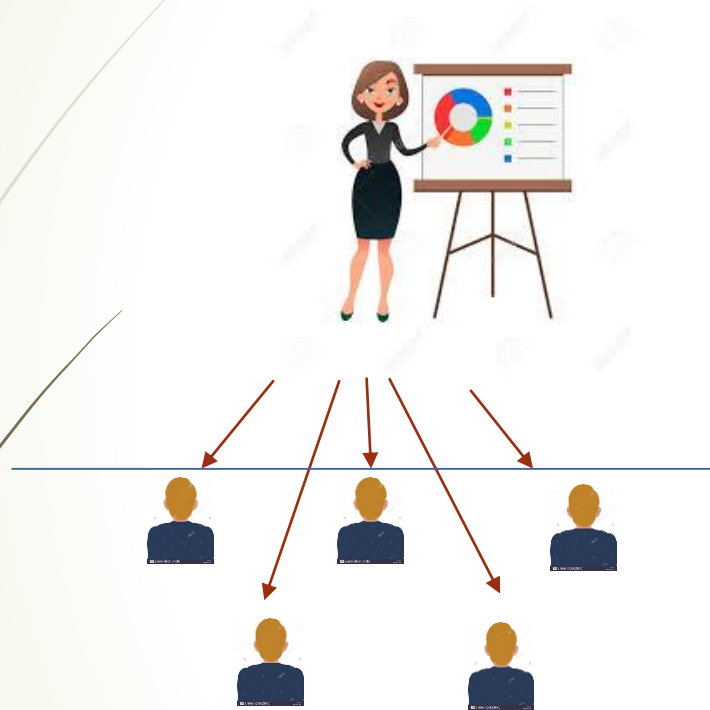
- If possible manage to do the presentation within the time you are given.



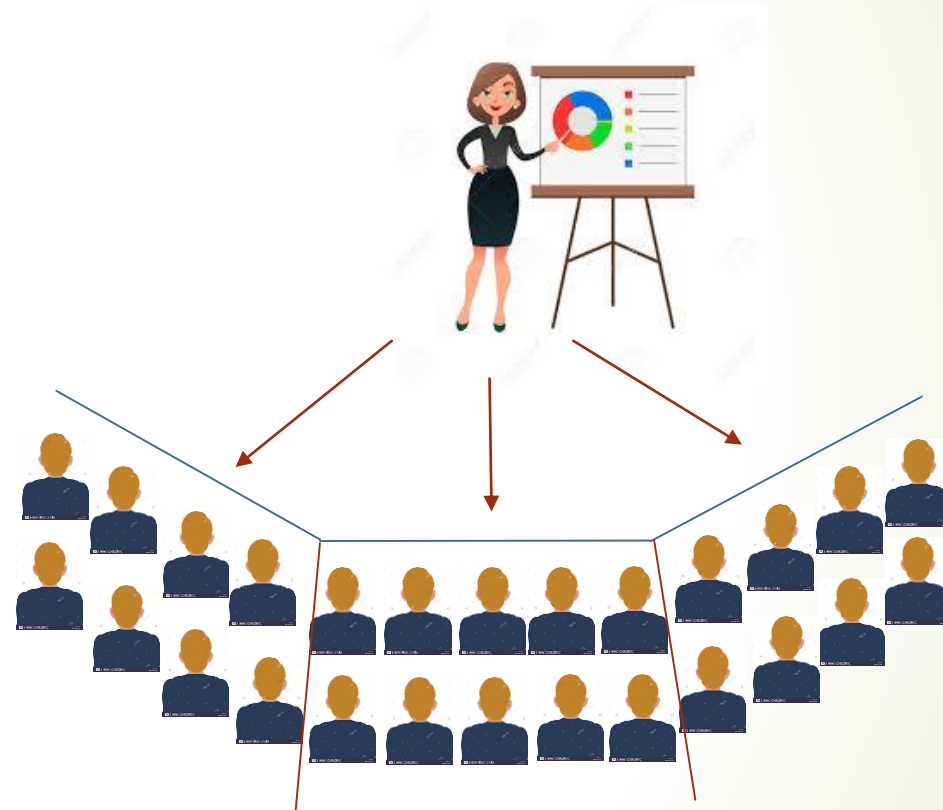
Things to remember ...



- Address the audience by keeping good **eye contact** to have a better interaction.



For small audience, keep the eye contact with everyone



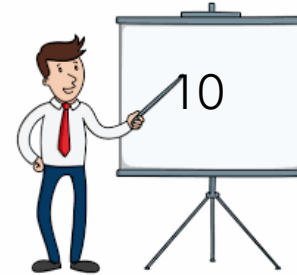
For large audience, divide into few groups and keep the eye contact with each group

Things to remember ...



- ▶ When making presentation slides keep it simple. Do not add too many words. But pictures / graphs are preferred.

- ▶ Try to add less than 10 – 12 slides.



- ▶ Slides should be visible clearly.

- ❑ Better to add Blue /black font colors in light (white) backgrounds.
- ❑ Better to add an appropriate font size which could be read enough.



Activity 01

- Make a five minutes presentation on “How can we prevent the spread of Dengue”. You should include some visuals in your presentation. You can use power point slides, hand made posters or a model.



thank
you 😊

