“Presentation Skills”
G.D and P.I
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Types Of Presentation.

- Written.
- Spoken.
Written Presentation

- Your Resume.
- Your Application for a Job Speaks more.
Oral Presentation

• Your Interview.
• Debate Competition.
• Group discussion.
• In School and colleges we learn how to write an application for job.
• We also learn how to write our resume.
The presentation that we don’t learn at our colleges are:

- Oral presentations
- i.e. How to face_
  1. An interview
  2. Group discussion.
When we use Oral Presentation:

- Speech
- Lecture
- Panel discussion
- News reading
Presentation has three components:

- Planning
- Preparation
- Execution
Planning

1. Planning of time
2. Matter to be arranged accordingly
3. Use a strategy.
Preparation

- Collecting authentic information
- Mention important points.
Execution

- Confidence
- Relevance
- Language competence
- Audibility
- Body language
Today We will take an example of:

- Interview technique (job interview)
Physical Appearance

• Be clean and fresh, wear clean and ironed clothes
• Should be lively, alert, polite and respond quickly and appropriately.
• Be normal, natural and pleasant with your clothes.
• Male—hair style normal and shoes should be polished.
• Female—don’t overuse cosmetics.
Positive attitude for life

- Que_ ‘what are your strong points?’
- These que are specially asked to judge your attitude towards life.
- For any post ‘positivism’ of a candidate is vital quality & it govern ‘plus point.’
- Positive attitude always feels that nothing is late than never.
Clarity of thought

- Clarity of thoughts avoids undesirable consequences.
- Logical mind which understand cause and effect is demand of today.
- Example of salesman of Mixer.
Professional skill

- You must be master of knowledge of your area/field.
- Not just bookish knowledge but practical too.
Ability to communicate

• Professions like Teaching and marketing demands fluency of language.
• Speak naturally, with correct pronunciation.
• Que like ‘Do we need English when 75% people are farmer?’
Preparation for the interview.

- Read advt carefully
- Revise the subject
- Decide the dress to wear
- Take necessary certificates
- Be confident.
At the time of interview

- Reach the place in/before time
- Find out sitting arrangement, number of your interview
- Walk in normally in the room
- While entering ask ‘May I come in?’
- Sit only after you are told to.
While answering

- Interviewers may confirm your application details.
- Have gentle smile on your face.
- Prepare for que like, ‘why you have applied for this job?’
- If you can not answer the que say, ‘sir, I am sorry I do not know about it.’
- At the end say ‘Thank you’.
Always remember!

- Result oriented and hard working person is preferred.
- Strong determination, discipline and sincerity has lot of scope.
Thanks

- See you soon.