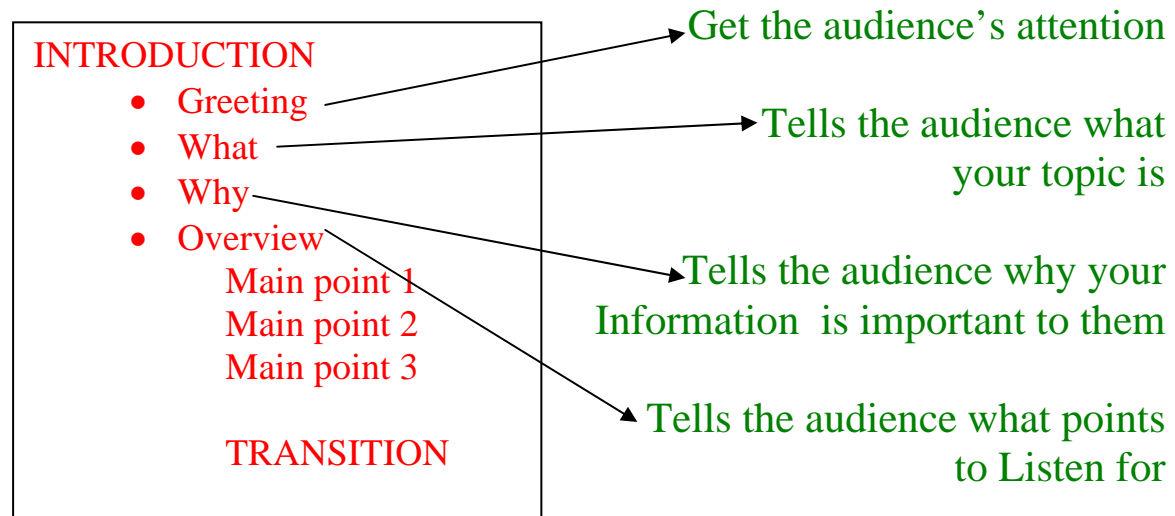


PRESENTATION

The Introduction

What is the Introduction?

The introduction prepares the audience for your presentation. It tells them what your presentation is about, why it is important, and finally, what to listen for in your speech.



Why is the Introduction Important?

The introduction is perhaps the most important moment in your presentation. If you get the audience's interest, you have a good chance for success. If you fail to get their interest, they might not listen closely enough to catch your message.

The most important moment of a presentation.

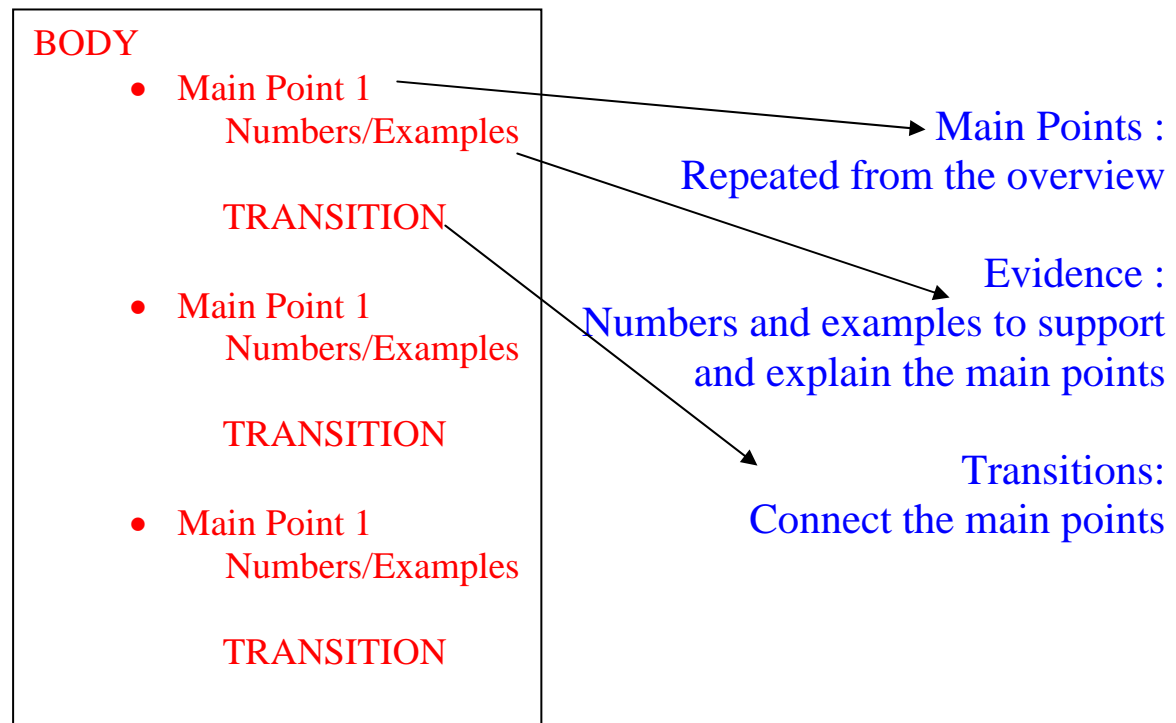
- Can determine success/failure
- Different audiences : different introduction

The Body

What is the Body?

In the introduction, you gave the audience your main points from the overview. In the body, you take each main point and explain it in detail, using evidence. What is evidence? Evidence

can be numbers or examples that prove or support your main points.



Why Is the Body Important?

The body is the main course of your presentation. Even if you have an interesting appetizer, the introduction, and a tasty dessert, the conclusion, your presentation will fail unless the body is carefully prepared. Prepare the right evidence for the right audience, and prepare clear transitions between your points.

These speaking of speech tips for the body

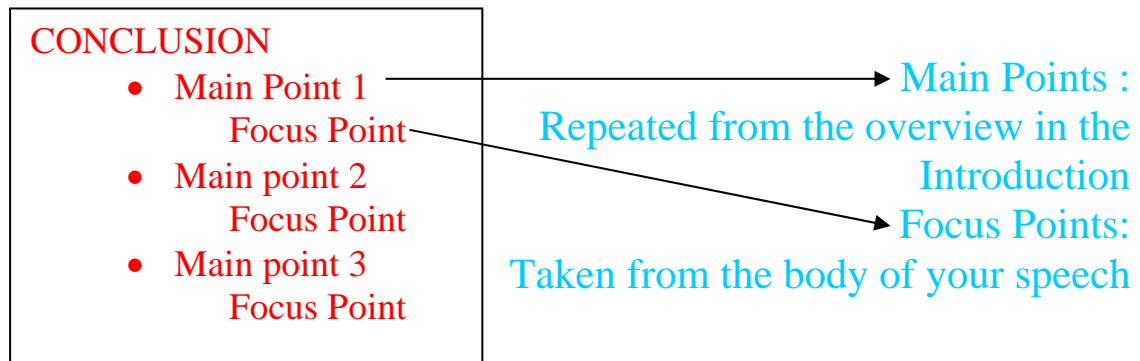
- use numbers/examples to explain each point from the overview
- use comparisons to emphasize the advantages
- use transitions between points

The conclusion

What is the Conclusion?

The conclusion is your final message to the audience. It both summarizes the presentation and emphasizes what you want the

audience to remember. The conclusion summarizes the presentation by repeating the main points from the overview in the introduction. The conclusion emphasizes by repeating some key numbers or examples from each point in the body of your speech.



Why is the conclusion Important?

The conclusion is your last chance to tell your audience what you want them to remember. It also prepares the audience for the question and answer session.

In conclusion, we talked about three messages :

- Regarding the physical message, what were the four physical skills we covered? Which one is the most important to use?
- Regarding the visual message, what were some of the tips we suggested? What tip was the most helpful to you?
- Regarding the story message, what are the three parts of the story messages? What is the relationship between these three parts?

สมจิตต์ บัวเทศ นักวิชาการสิ่งแวดล้อมชำนาญการพิเศษ

ที่มา โครงการฝึกอบรมหลักสูตรภาษาอังกฤษเพื่อการศึกษาค้นคว้าและการสื่อสารสำหรับใช้
ปฏิบัติงาน รุ่นที่ 2 ระหว่างวันที่ 8-26 มีนาคม 2553