TEKNIK PENYAJIAN
ILMIAH

PRESENTASI
I Made S. Utama
Why should you use visual aids?

- Professor Albert Mehrabian banyak melakukan penelitian tentang bagaimana kita menerima informasi pada suatu presentasi.
- Disimpulkan bahwa 55% informasi yang kita terima dalam bentuk visual dan hanya 7% dalam bentuk teks.
- There are some important conclusions that we can take in from this information.
- Gunakan visual (pictures, graphs, tables) sedapat mungkin.
Making the presentation memorable

- Using visual slides had a dramatic effect on message retention
- Pictures, clipart or images as well as templates are available freely in the web
- **A picture is worth a thousand words**
- Achieving your objectives
Presentation anxiety

- The fear of public speaking is much higher than the fear of going to the dentist or even death.
- Presentation anxiety can really hamper some people.
- Presentation nerves affect all but the most seasoned presenters.
- The build up in tension, most commonly called adrenaline, is actually a build up of testosterone.
- It can affect most of us with symptoms from bringing out sweats to physically feeling sick.
Lose the Fear: Get out there and speak.

- Rehearse and then Rehearse Again
- The more familiar you become with your material, the more the words flow from you credibly and passionately.
- The more comfortable you feel with your words, the more naturally you present your speech.
- That's why good speakers practice - and practice again
Techniques to Avoid Nerves

- **Visualization**
  - Try to imagine a very happy time in your life. Close your eyes and imagine that time. What does it feel like, what did you see, what were the sounds that you heard. Now imagine the same feeling when you step down from the podium. I usually do this just before I walk on stage and it has a wonderfully relaxing effect.

- **Breathing**
  - Imagine that you are about to walk on stage at the start of your presentation. You will probably be feeling rather tense and you may be holding your breath. Unlock your knees, breathe using your tummy, rather than your chest and shake out your arms. You will find that it will be a lot more difficult to feel tense if you concentrate on improving your breathing.

- **Practice**
  - As with any skill - the more you do it, the better your performance will become.
Presentation Secrets

- Don’t make personal attacks.
- Listen respectfully.
- Encourage people.
- Wherever possible give personal illustrations.
- Speak clearly.
- Be prepared to adapt what you have to say at the last moment to accommodate your audience.
- 80% of your speech or presentation will be forgotten! I think the most important thing to remember is your tone and pace.
- Be optimistic, sound cheery and smile. That’s what people will remember.
- “When you get into a hole – stop digging” – In other words – if things start to go badly when answering questions, don’t make things worse.
- Every good speaker must develop the art of storytelling
- Ask the audience a relevant question that they have probably never asked themselves, but now they have heard it they really want to know the answer – and then tease them by only answering it at the end of the presentation.
- For example, at a rugby dinner ask why a “try” is called a “try”, or at an investment function why is the dollar sign a crossed out “S”?
- Audiences love it!
Use the right fonts

- Verdana is a great title font.
- Arial or Tahoma are very clear for use in presentations.
- Avoid "Times New Roman" - this is best for printed paragraphs.
Presentation hints and tips

- Write down your speech, but try not to read from it
- When you practice your presentation, do it with a tape recorder or with a video recorder and then play it back to find out which bits sound weak.
- Pause - the power of pausing in a presentation can be very profound. It will also give you a chance to catch your breath.
- Don't leave it to the last minute
- Prepare the room in advance
- Always leave handouts. Always include your contact details so that the audience can contact you.
- Memorize your speech.
- If you fail to prepare, you prepare to fail
- Be yourself – create the you brand and image – it’s far easier than trying to copy anyone else and also is a great differentiator.
- Be in your optimum presentation state – for me this is calm, connected, energised, curious, happy.
THANK YOU