

Kasun Gayantha

and
Faiz Marikar

The first of these is the fact that the system is not in a steady state. The system is in a state of flux, and the variables are changing. This is a dynamic system, and the variables are interdependent. The second is the fact that the system is not linear. The relationships between the variables are non-linear, and the system is subject to feedback loops. The third is the fact that the system is not deterministic. The system is subject to random fluctuations, and the outcomes are uncertain. The fourth is the fact that the system is not isolated. The system is open to external influences, and the boundaries are fuzzy. The fifth is the fact that the system is not homogeneous. The system is composed of different parts, and the parts are not identical. The sixth is the fact that the system is not static. The system is in a state of constant change, and the variables are always moving. The seventh is the fact that the system is not simple. The system is complex, and the relationships between the variables are intricate. The eighth is the fact that the system is not predictable. The system is subject to uncertainty, and the outcomes are not certain. The ninth is the fact that the system is not controllable. The system is subject to external influences, and the outcomes are not under our control. The tenth is the fact that the system is not measurable. The system is subject to uncertainty, and the outcomes are not measurable.

Simple Techniques for Effective Presentation

Kasun Gayantha
and
Faiz Marikar

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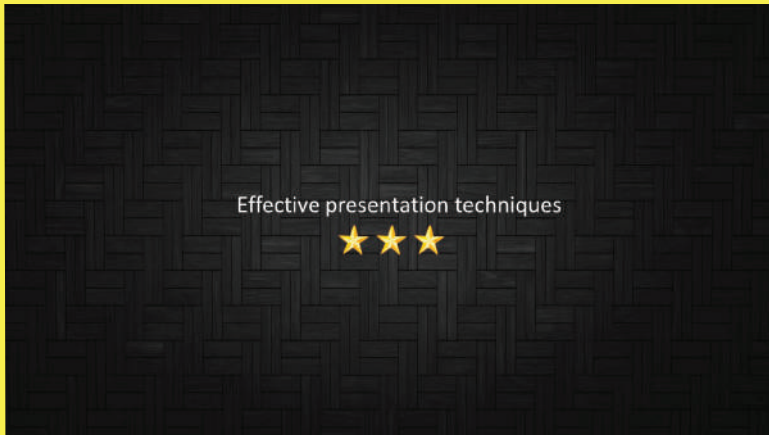
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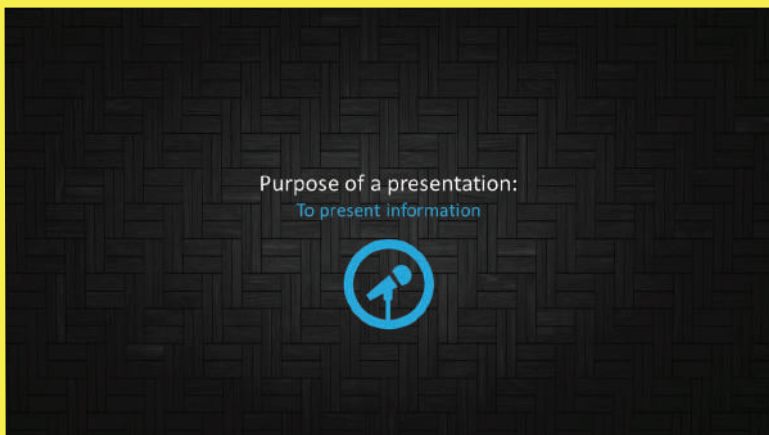
Dedicated to our Parents and Teachers

Basics on Planning

When planning a presentation, it's useful to start with a wide focus and then drill down to specific details that define your purpose and objectives.



Purpose



Planning your presentation

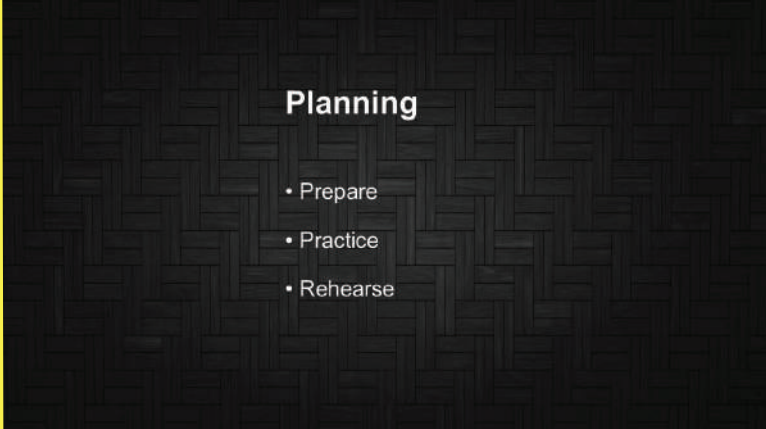
Do it in a paper first then comes to the software



Content



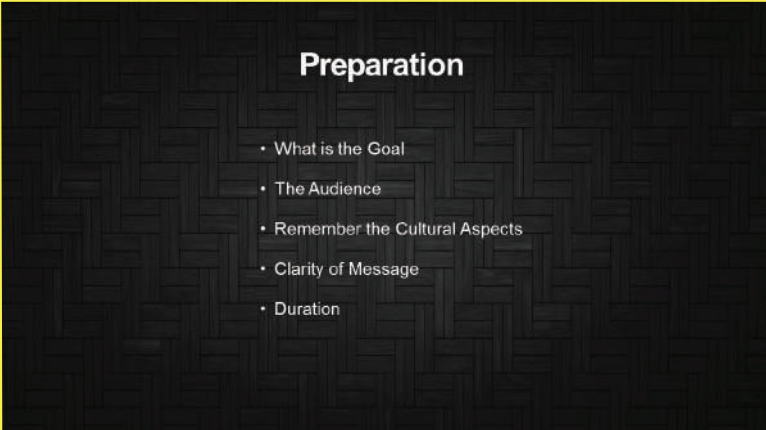
Planning



Planning

- Prepare
- Practice
- Rehearse


1) Preparation



Preparation

- What is the Goal
- The Audience
- Remember the Cultural Aspects
- Clarity of Message
- Duration

2) Practise




Practice

- Review Information
- How to start
- The Flow and Structure
- How to End
- Time the Presentation

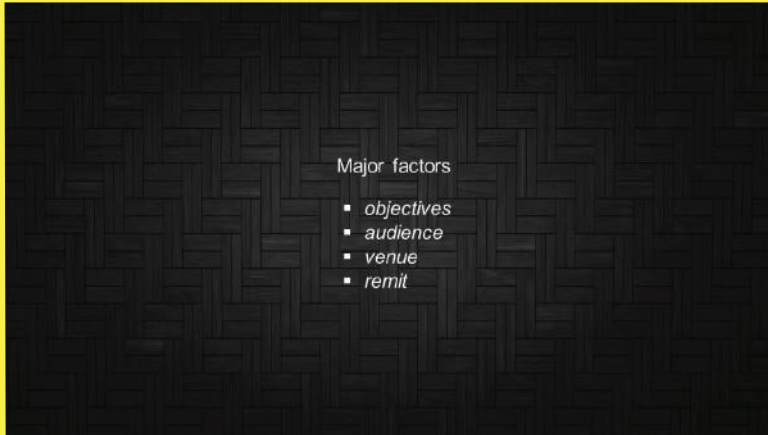
3) Reherarse

Rehearse

- Your Attire
- Vocal Variety
- Eye Contact
- Gestures



Structuring Your Presentation

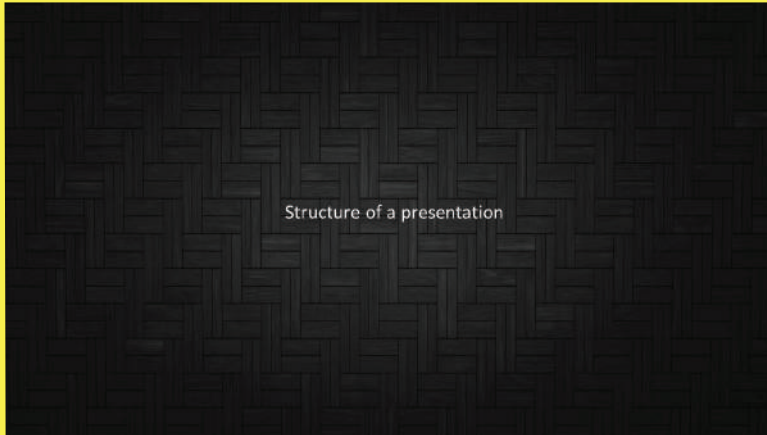


Main factors to be considered before your presentation as listed above.

Objectives



Structuring Your Presentation

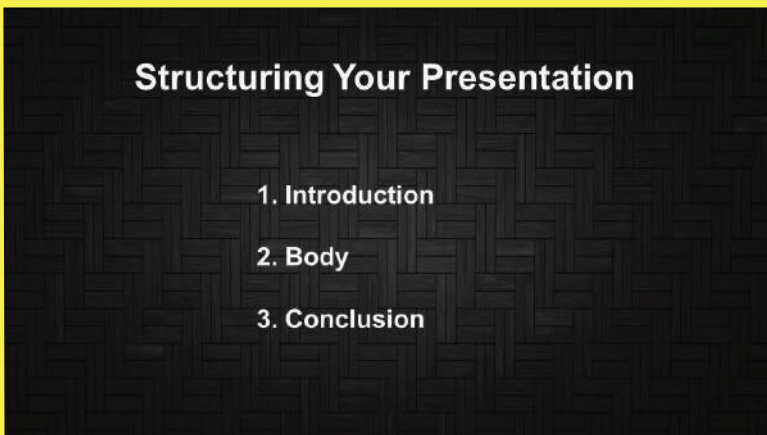


Tell them what you plan to tell them (introduction)

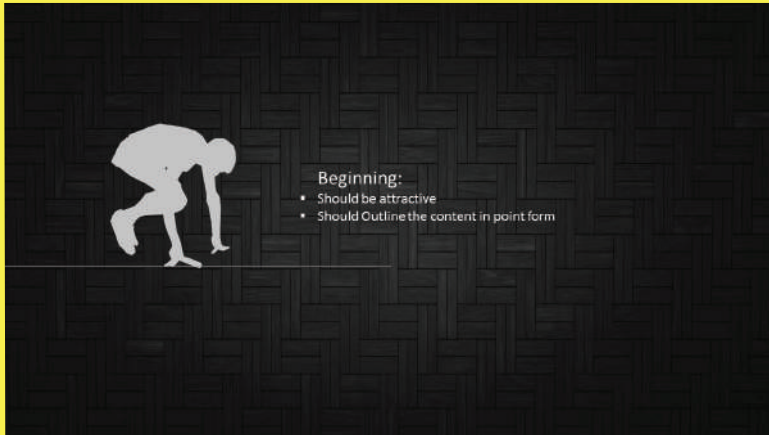
Tell them (body)

Tell them what you told them (conclusion)

Structure



1) Beginning

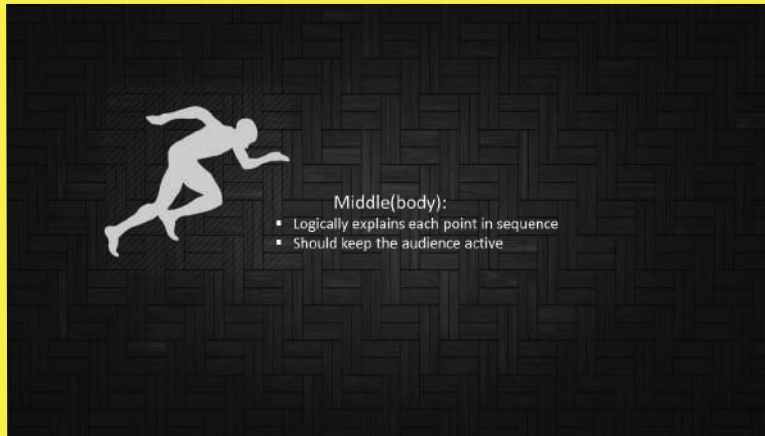


Should be simple and attractive

Introduction

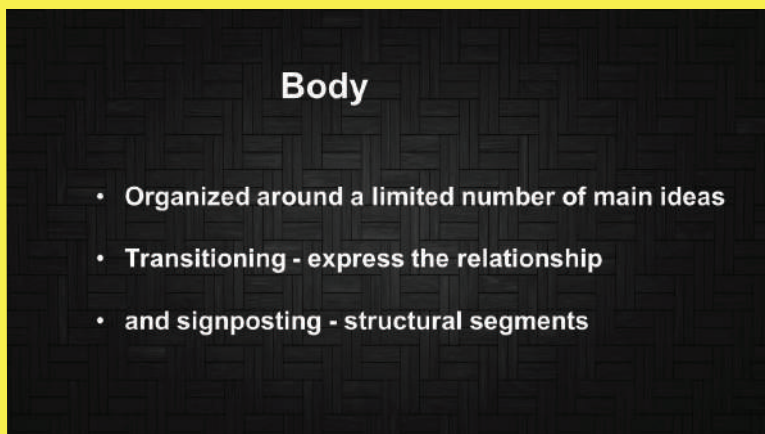


1) Middle



Pitch it correctly

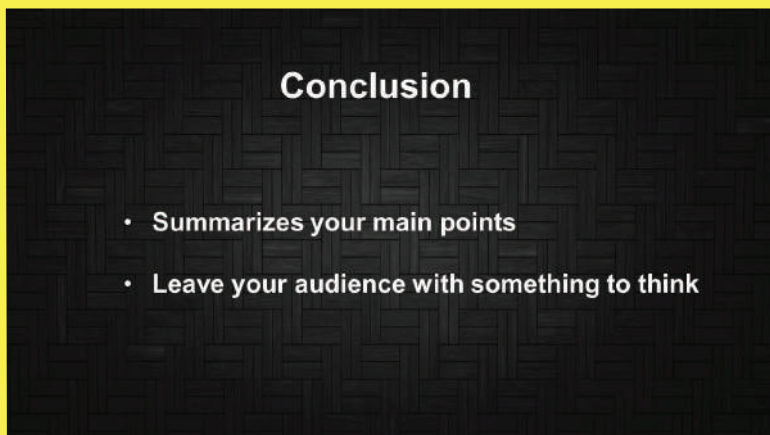
Body



3)End



Conclusion



Important points

Important points

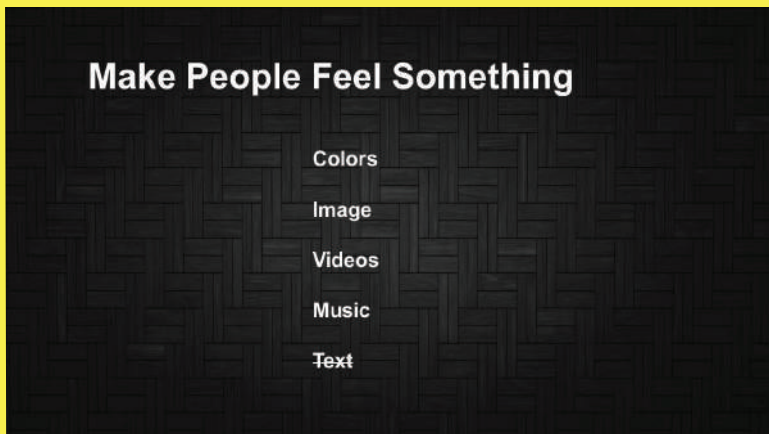
- First slide about yourself and the title
- Second slide is agenda
- Questions slide at one before the last
- Last slide Summary and closure

Designing slides

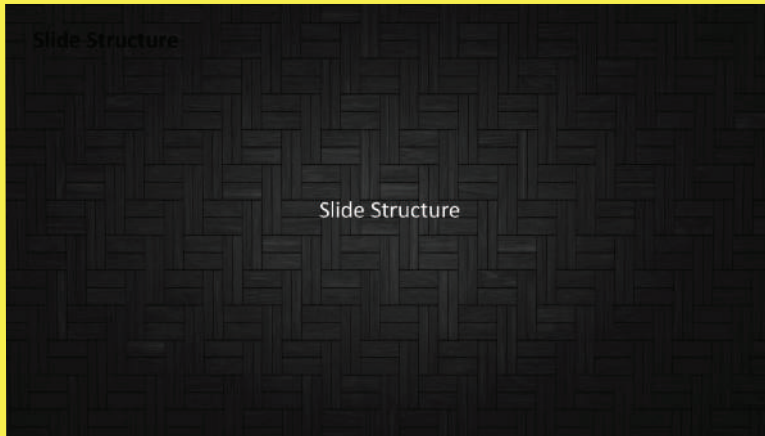


This section covers how to design a proper presentation

Feel difference

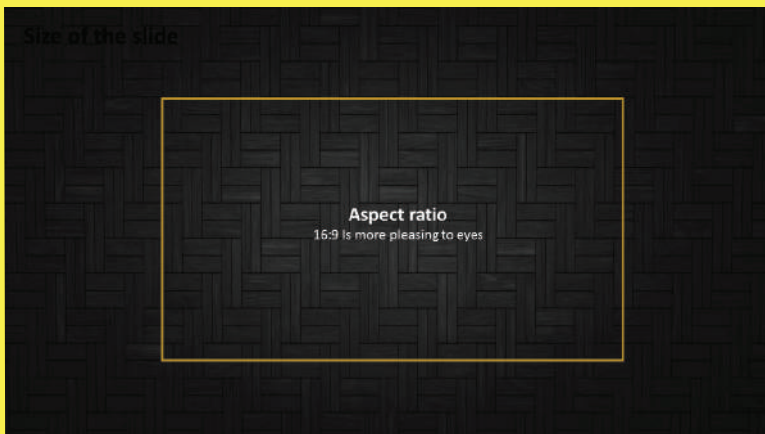


1) Slide Structure

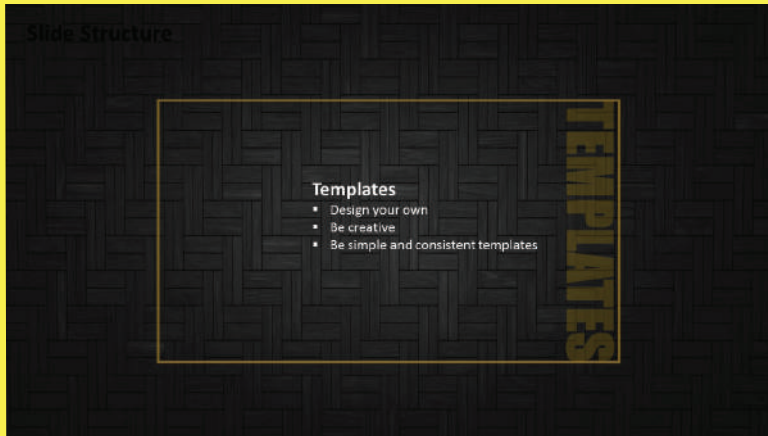


Select the correct size for the presentation

Ratio

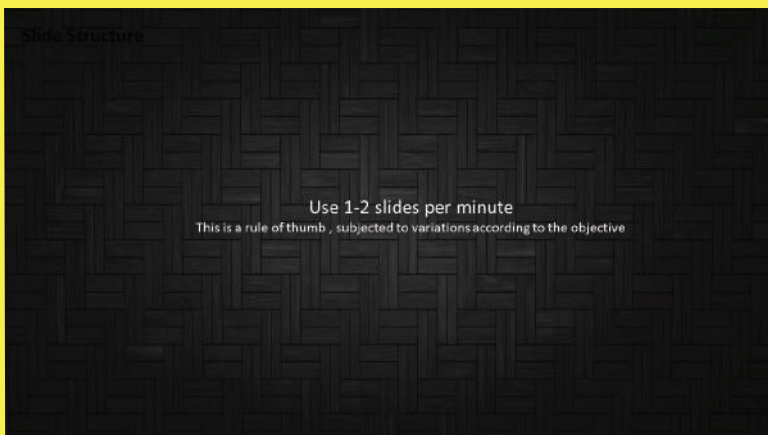


Template

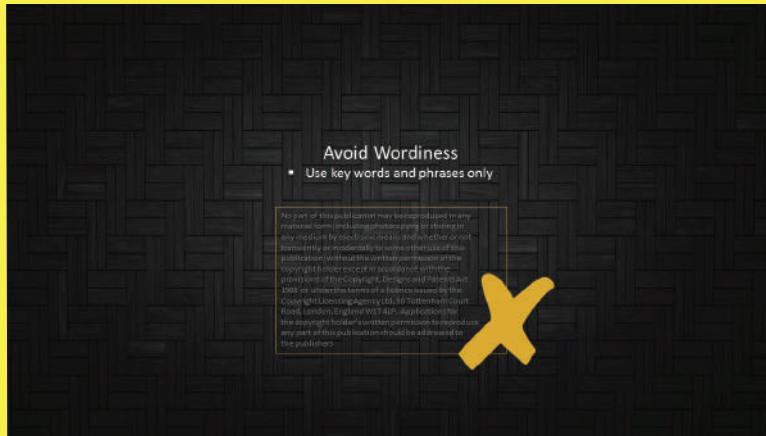


Simple template is the best one

2) Number of slides

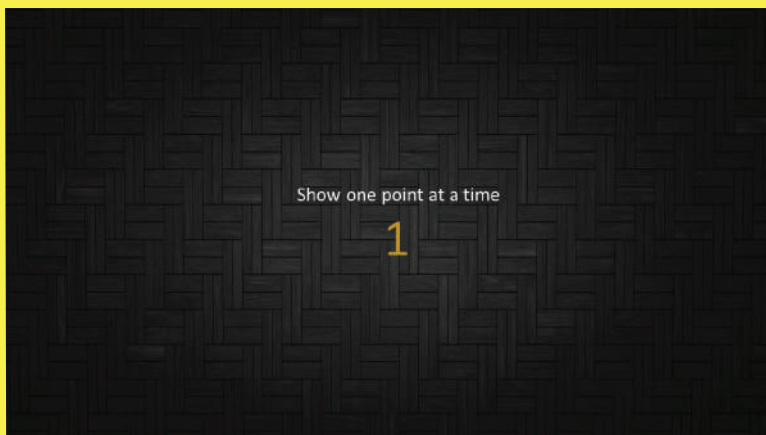


3) Wording

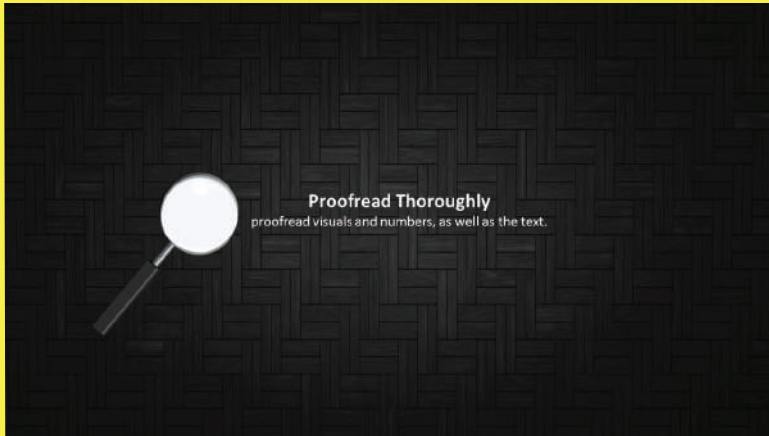


Maximum 36 words for a slide

4) One message

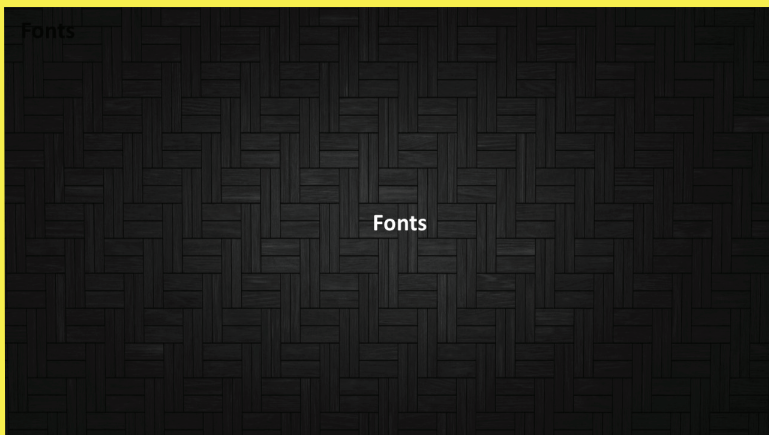


5) Proof read

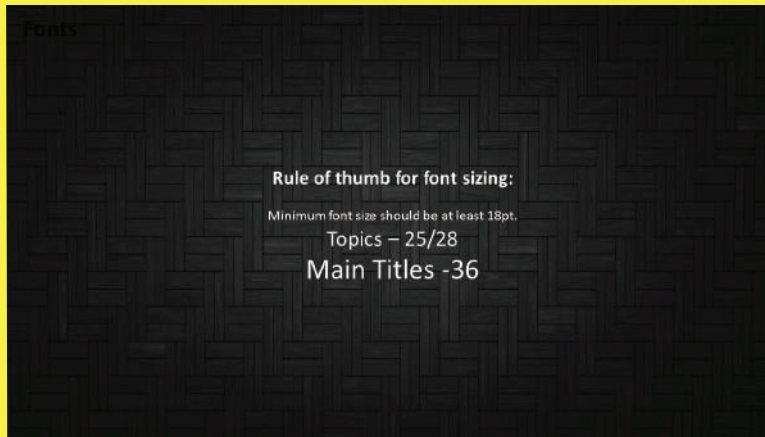


Use a spell checker

6) Fonts



Body 28 and Titles 36

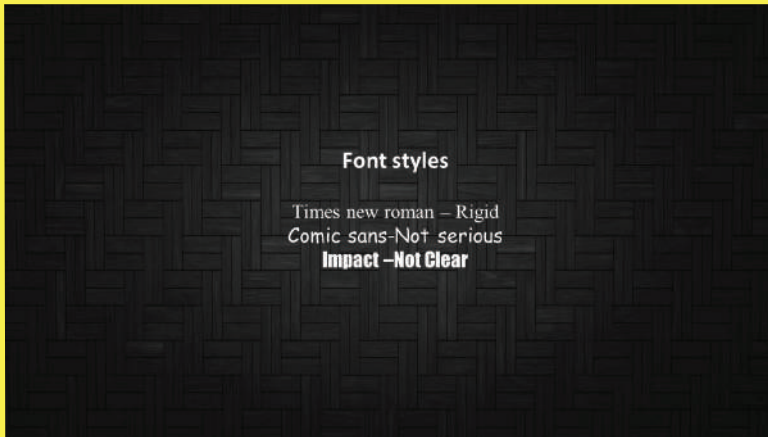


6X6 Theory is the best and 3 bullets for slide

Font styles

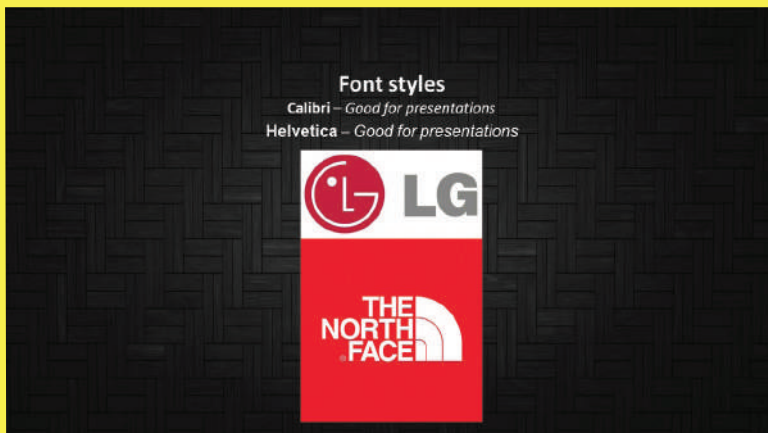


Font styles - Dont use Times

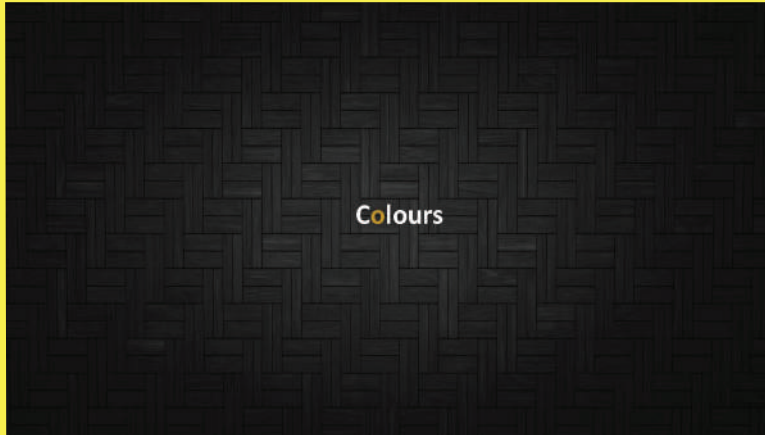


Avoid fancy fonts

Arial or Calibri is the best



7) Colors



Dont use Red color

Use flat colors



Color contrast is important

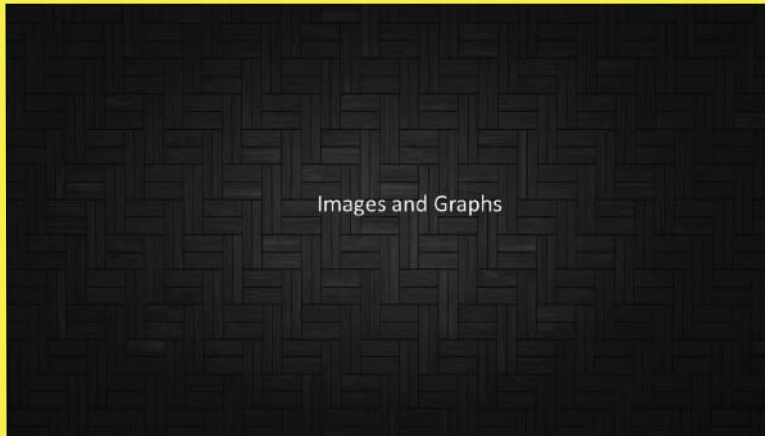


Eye soothing colors are the best

Look at the spectrum



8) Images



Play with the images to get the best image

Create your own one



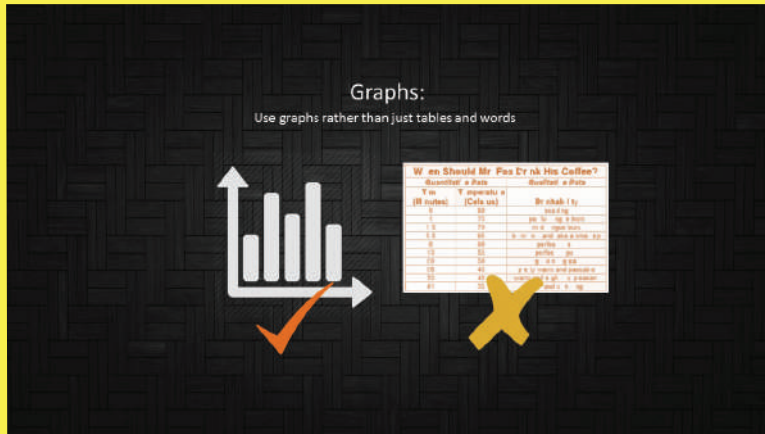
Take a big images



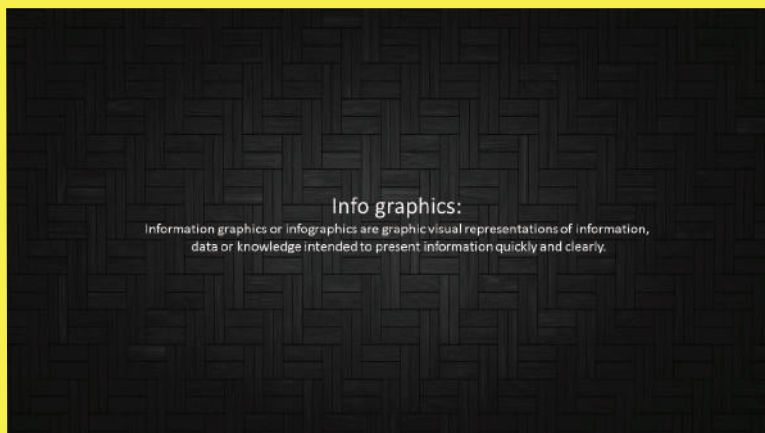
Show actions



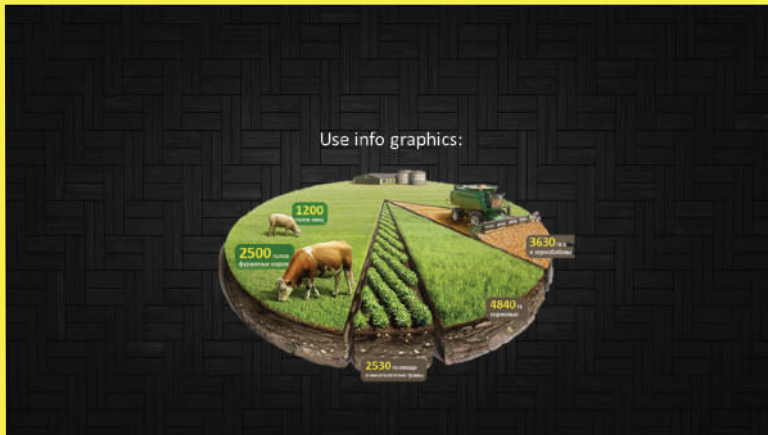
9) Graphs



Use graphs insted of words



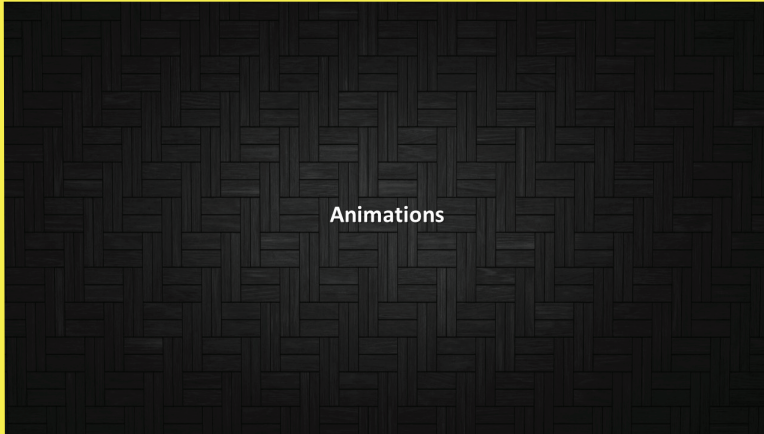
Use info graphics



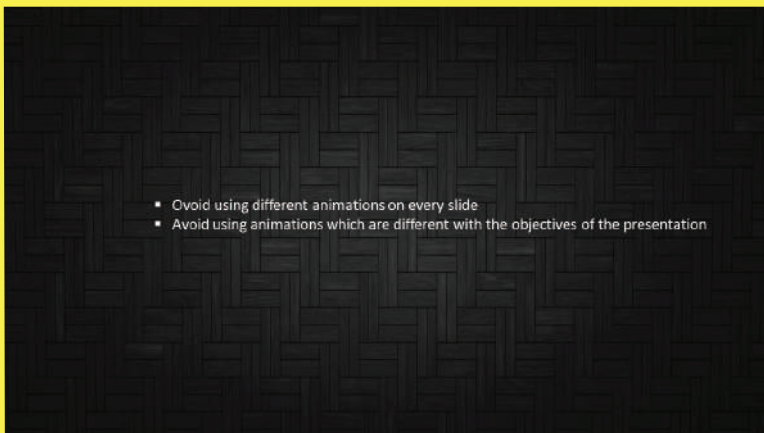
More on graphics



10) Animations



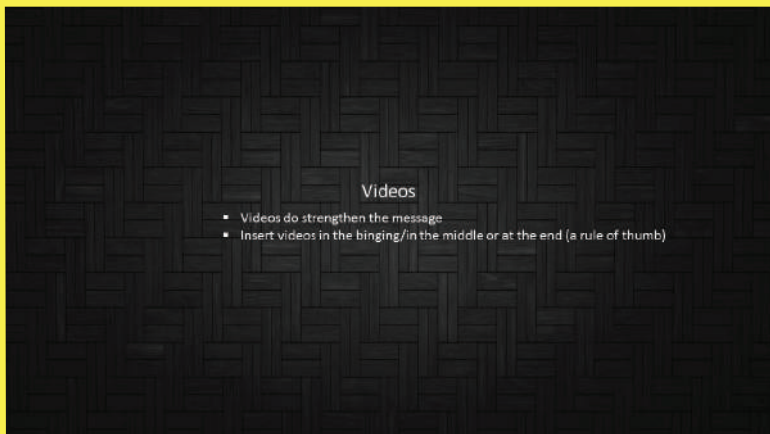
Better avoid animations



11) Videos



Get an appropriate one



Less than 2 minutes

Videos

Less than 150s



12) Music

Music

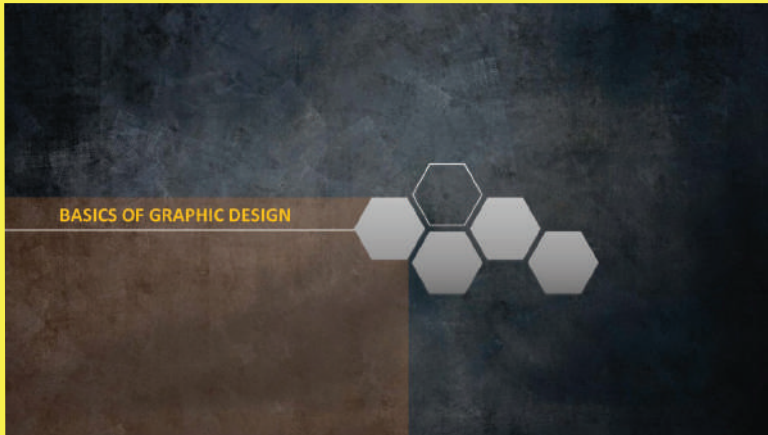
Before start

Select

According to the place



Basics on Graphic Design



Introduction

White Space was well utilized and optimum use of the given space in the following presentation



Definition :

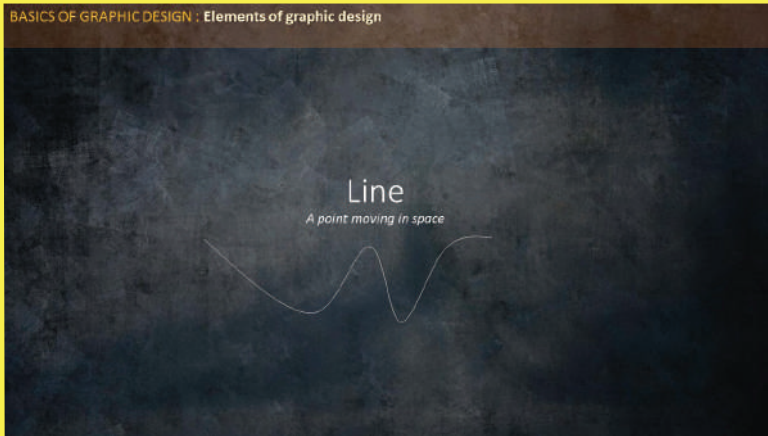


The art or profession of visual communication that combines images and words to convey information to an audience

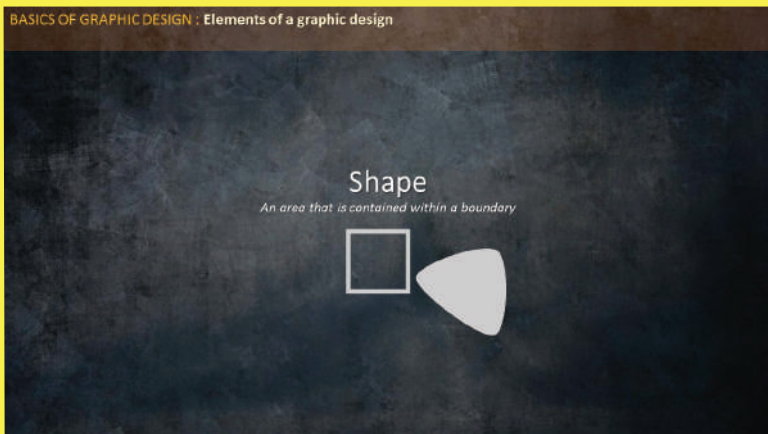


Elements of graphic design

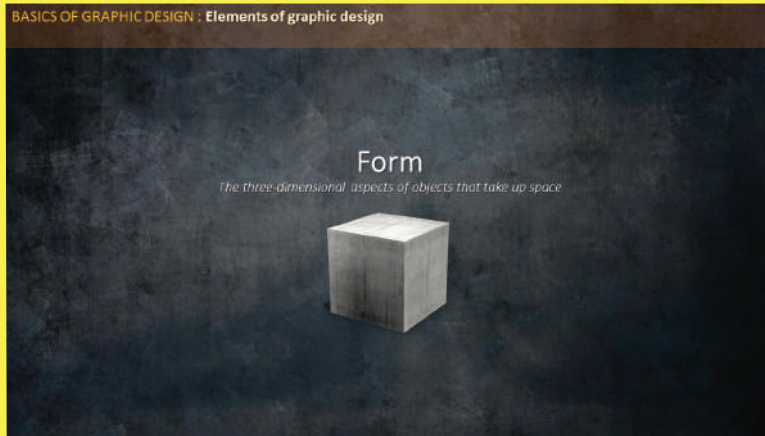
1) Line



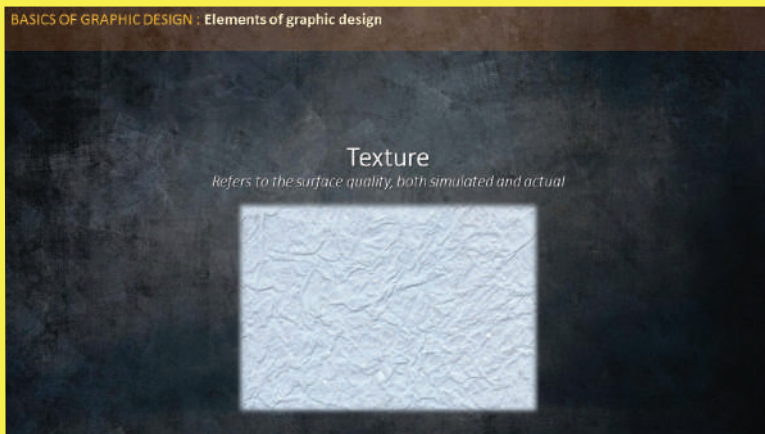
2) Shape



3) Form



4) Texture



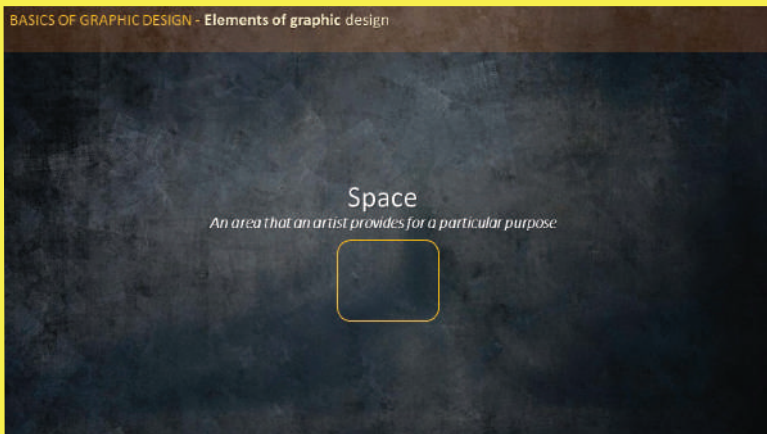
5) Color

Dont use the red color



6) Space

Keep white spacing to make a balance



How to select positive and negative space

BASICS OF GRAPHIC DESIGN - Elements of graphic

Positive space :
Space occupied by objects or elements

Negative space:
Space not occupied by objects or elements(Background)



Techniques of Graphical Composition



Definition :

Organization of the elements of graphic according to the principles of art.



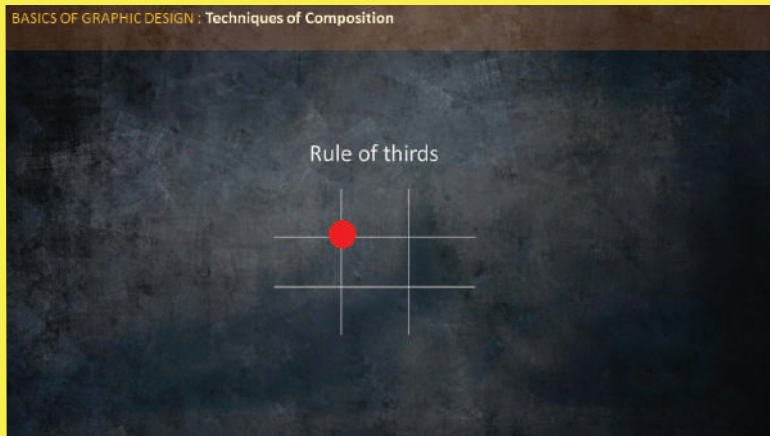
1) Focal points



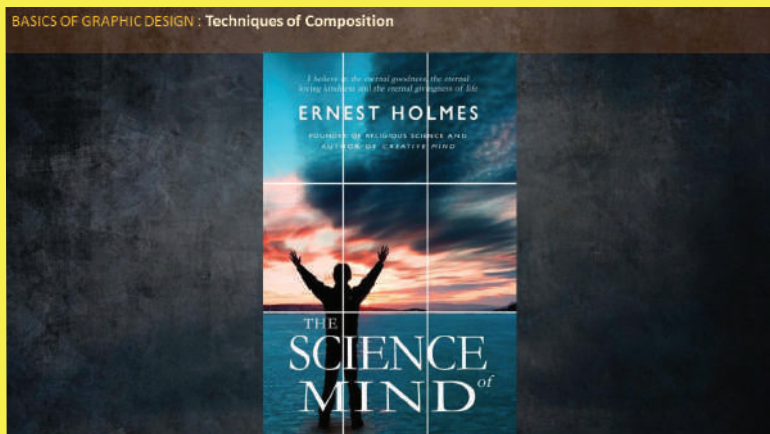
Target the focal point in the presentation, think differently whether the lips or burning lips.



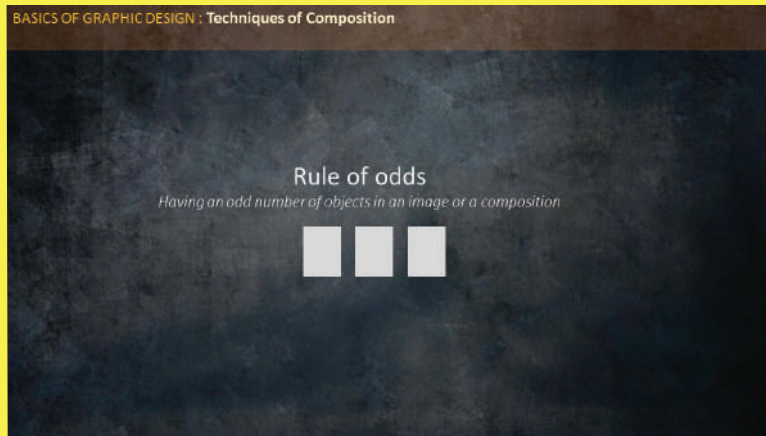
2) Rule of third



Images are the best place to locate is 3rd row 1st column



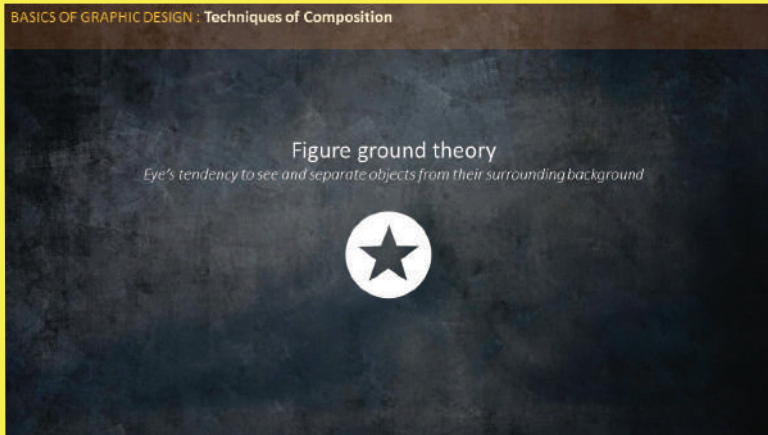
3) Rule of odds



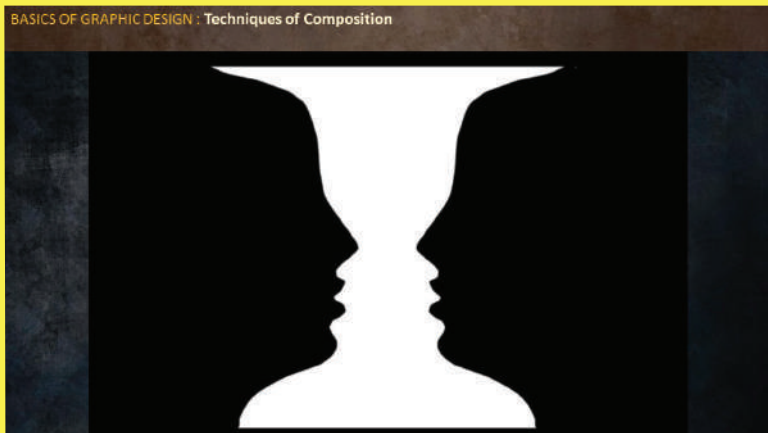
Always follow the rule of odds, one or three will be the best



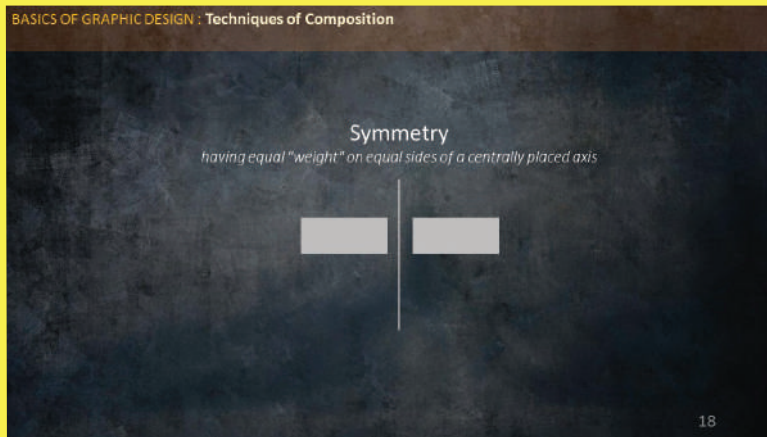
4) Figure ground theory



Take the audience out of the track on and off



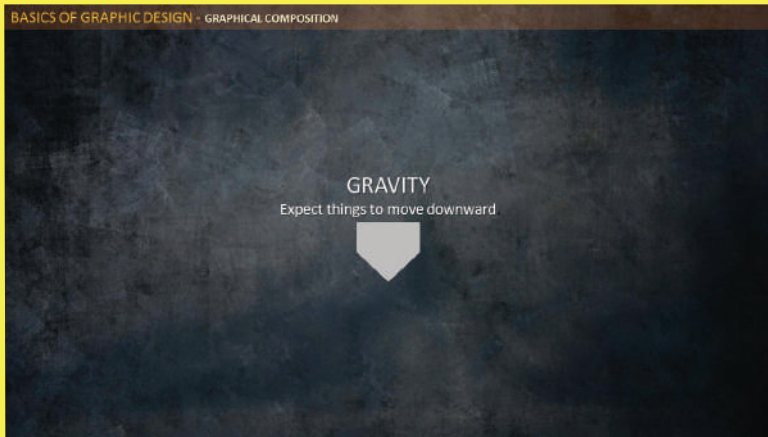
5) Symmetry



Design it according to the symmetrical line



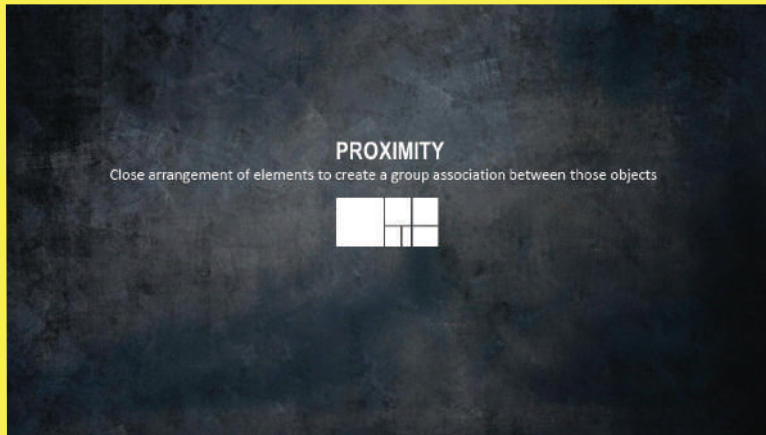
6) Gravity



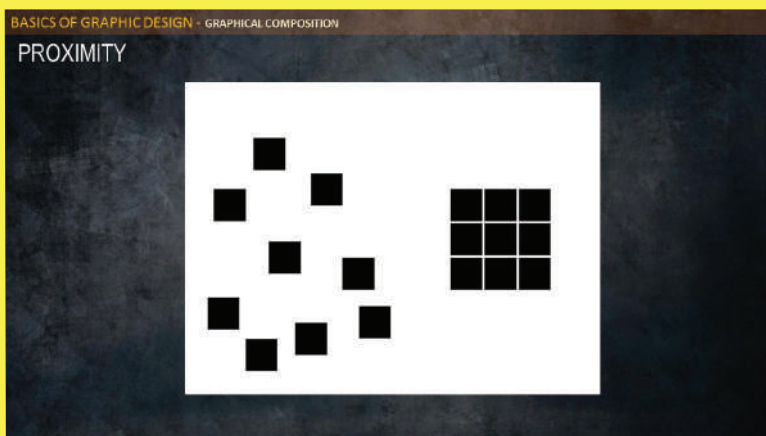
Show the gravit of the design



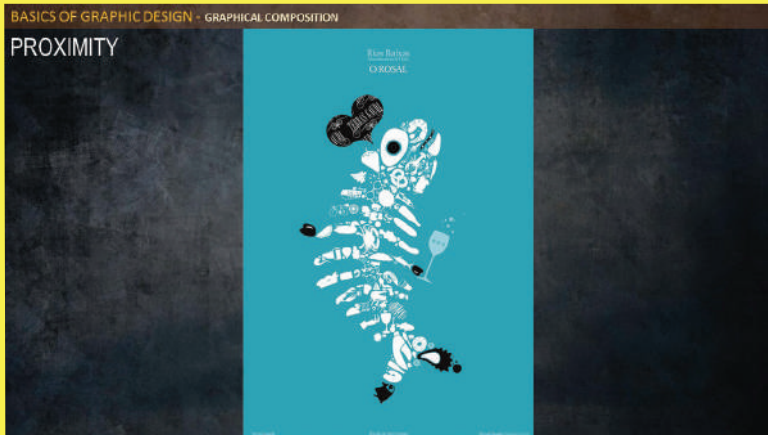
7) Proximity



Similar stuff keep it in a close proximity



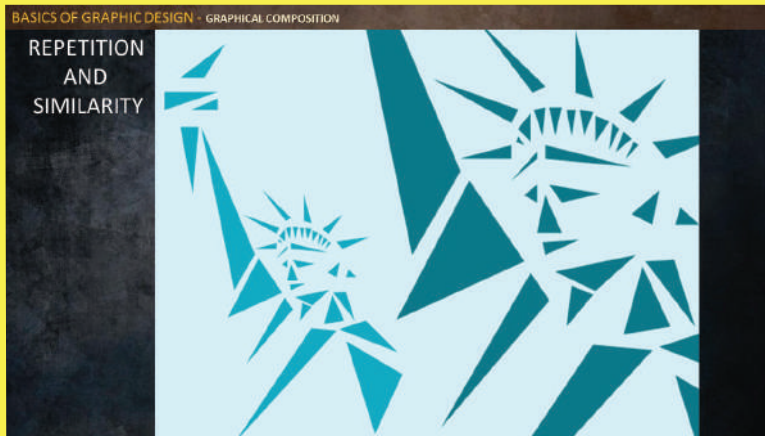
Look at the image and the quality of proximity



8) Repetition and Similarity



Beauty of the repetition in replication



Beauty of the repetition in a series of images



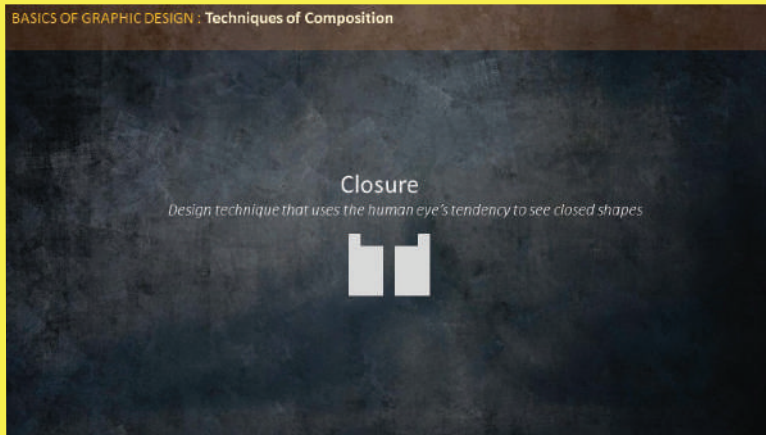
9) Continuation



Eye and the brain looks at the continuation



10) Closure



Always get a closed images or full images



11) Color



Three main types of color combinations



Basic techniques of color combinations



Monochromatic colors



Analogous colors



Complimentary colors



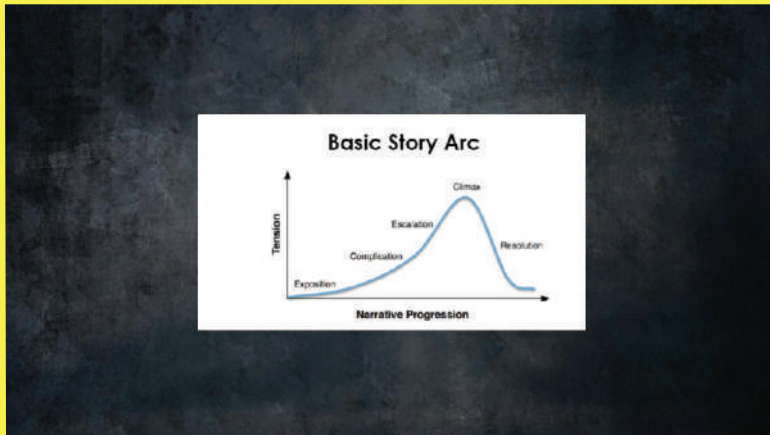
Split Complementary colors



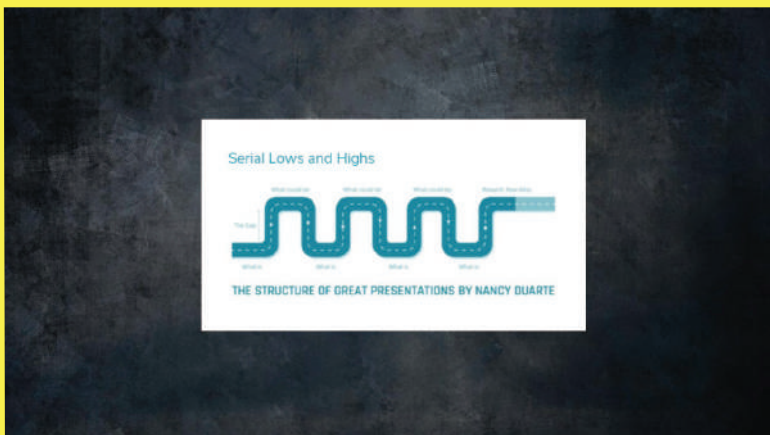
Tetratic colors



Types of presentation



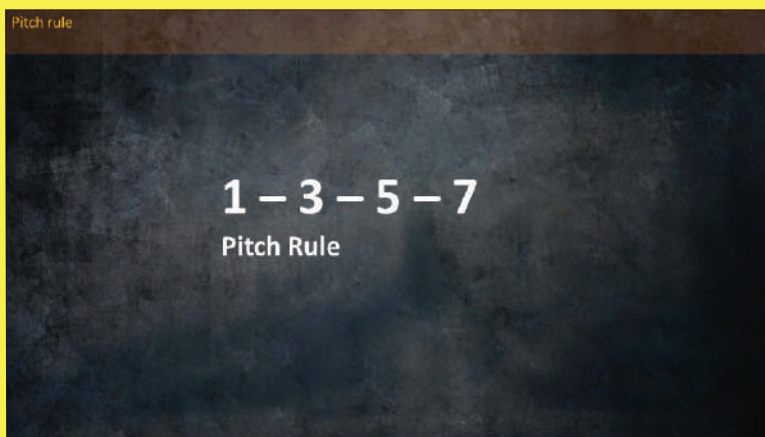
Climax and Nancy



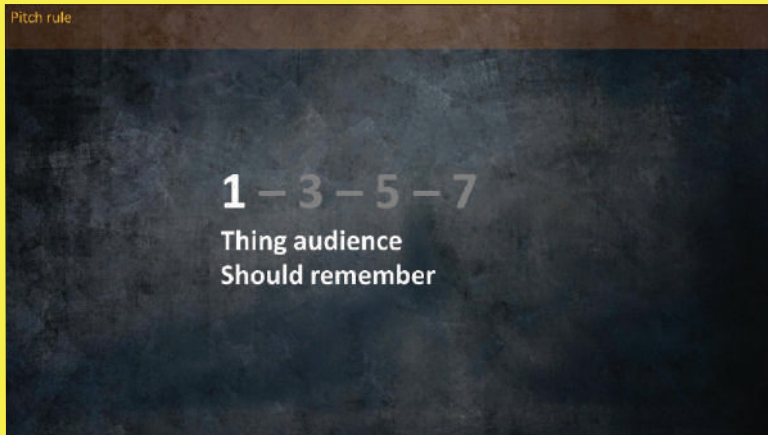
Perfect Pitch



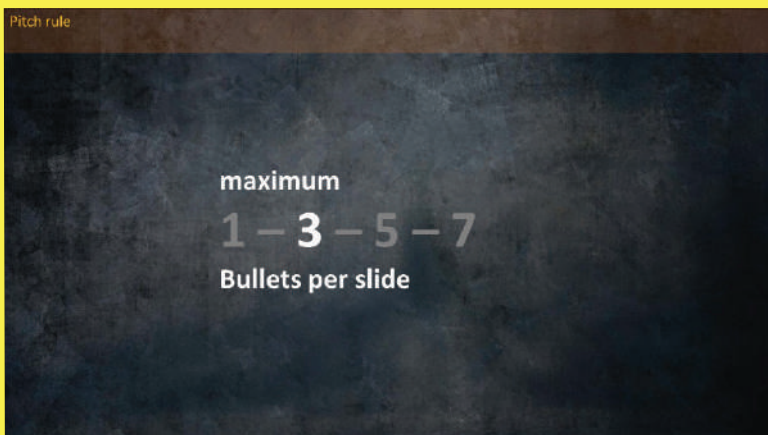
Follow 1-3-5-7 Rule



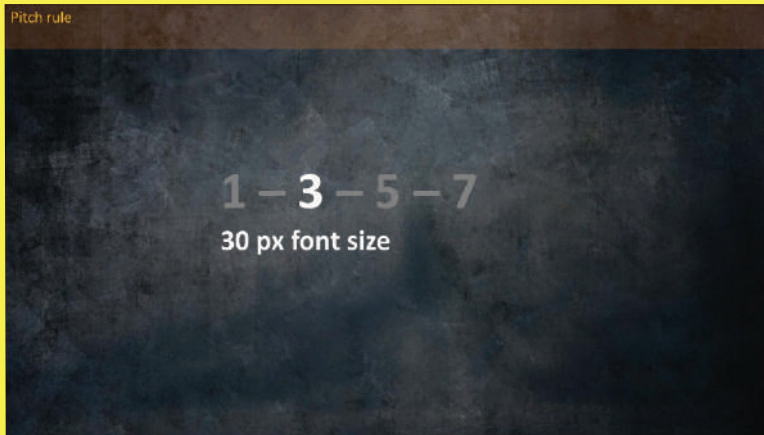
One message for one presentation



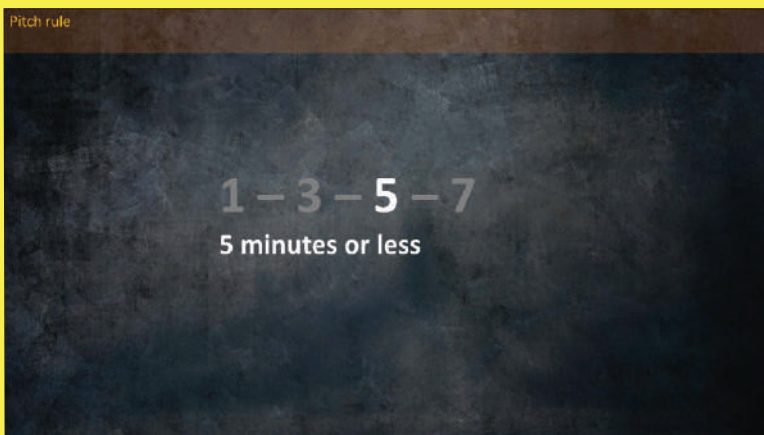
Three bullets for one slide



Arial font size is 30 pt



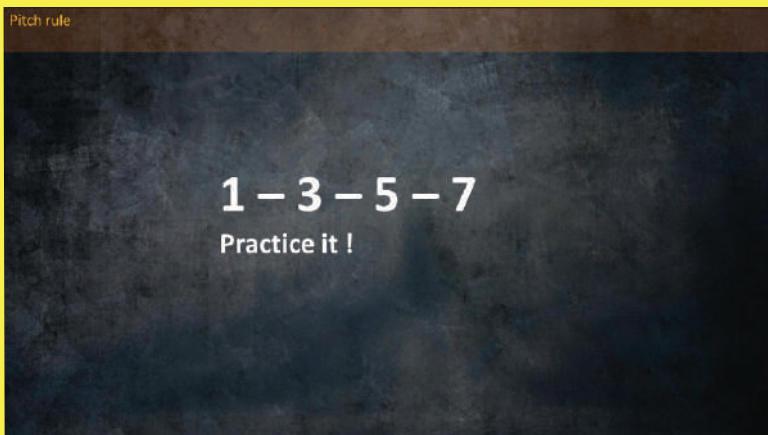
For five minutes seven slides



Seven slides for five minutes



Practice 1-3-5-7 Rule



Great presenters make speaking in front of a crowd look effortless and enjoyable. They have confidence and charisma, and they know how to engage people's hearts and minds. As a result, they deliver compelling presentations that motivate others to take action, and leave audiences wanting more.

Unfortunately younger generation put less effort on preparation of slides in a proper manner. This book will be an eye opening for them.

Cheers and Enjoy using it

Kasun Gayantha and Faiz Marikar



9-786249-573208