

Developing the user guide effective presentations

Lecture 11



Introduction

- Why are presentations important ?
 - Essential for communicating ideas, solutions and influencing decisions
 - Builds confidence and showcases professionalism
- This lecture focuses on tips and techniques to create impactful presentations



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Module Context

- This module is design to provide practical, hands-on experience working with real clients
- Through this module, you've applied key concepts like design thinking, project management and client interaction
- Your project's outcome demonstrates real-world impact



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Presentation Requirements

- Duration:
 - Max of 15 minutes (including demo + Q&A)
 - Grade reduction may be applied if over time
- Participation:
 - Every group member must present for individual assessment
- Demo:
 - A live demo of your website is required
 - Always have a backup in case of technical issues.



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Purpose of the Presentation

- Decide what you aim to achieve:
 - Inform: Share knowledge or updates.
 - Instruct: Teach the audience something new.
 - Persuade: Convince them to support your idea or solution.
 - Entertain: Keep them engaged and inspired.
- Identify your role: storyteller, teacher, or advocate.



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Structure of the Presentation

1. **Introduction:** Greet and provide an overview
2. **Problem Statement:** Explain the project's main objective
3. **Methodology:** Describe your process and tools
4. **Solution Demonstration:** Show key features
5. **Recommendations:** Suggest next steps
6. **Conclusion:** Summarize outcomes
7. **Q&A:** Interact with the audience

Preparing the Presentation

- **Plan:** Outline your presentation and key messages clearly.
- **Simple:** Use keywords, not full sentences.
- **Visuals:** Add diagrams, charts, and images to highlight points.
- **Rehearse:** Practice multiple times for smooth delivery.



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Tips for Engagement

- Make your presentation interactive: ask questions or conduct live polls.
- Smile, make eye contact, and check audience reactions regularly.
- Sound passionate about your content to maintain interest.



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Body Language

- Maintain an upright posture with relaxed shoulders.
- Use natural hand gestures to emphasize points.
- Avoid fidgeting, crossing arms, or other distractions.



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Voice & Delivery

- Speak clearly and project your voice so everyone can hear.
- Vary tone and speed to emphasize key points.
- Pause for effect; don't rush through your content.
- Manage nerves by taking deep breaths and practicing regularly.



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Common Pitfalls to Avoid

- Overloading slides with text or cluttered visuals.
- Speaking too fast, making it hard to follow.
- Ignoring audience reactions or questions.
- Not having a backup for technical issues.



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Creating Visual Aids

- Use clean designs with large fonts and high contrast for readability.
- Avoid distracting animations or excessive clipart.
- Ensure visuals enhance, not overshadow, your content.



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Value of Rehearsals

- Practicing helps you refine timing, flow, and delivery.
- Rehearse in front of teammates, a mirror, or record yourself for feedback.
- Team rehearsals ensure smooth transitions and role clarity.



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Demonstrating Your Solution

- Showcase your solution's key features and how it solves the problem.
- Create a clear scenario (e.g., a customer orders coffee in website).
- Test everything beforehand to avoid issues during the demo.
- Have a backup plan, like a recorded video, in case of technical problems.



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Effective Demonstration Tips

- Keep demos short and focused on the most impactful features.
- Assign roles: one person operates the system while another explains.
- Avoid untested features or overly technical demonstrations.



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Beginning The Presentation

- Greet the audience with a smile and introduce your team.
- State the purpose of your presentation.
- Provide a quick overview of what you'll cover.



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Ending The Presentation

- Summarize key points and highlight the project's impact.
- End on a positive note by thanking the audience.
- Encourage questions to show confidence in your work.



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Dealing with Nerves

- Nervousness is natural—use it to your advantage.
- Take deep breaths before starting and maintain a steady pace.
- Practice and preparation build confidence.



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Engaging the Audience

- Maintain eye contact with different parts of the room.
- Use your voice and gestures to keep the audience involved.
- Encourage participation through polls, questions, or discussions.



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Handling the Questions

- Listen carefully to questions and answer respectfully.
- If unsure, offer to follow up later with a clear response.
- Avoid defensive or dismissive tones.



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Team Coordination

- Support each other during the presentation.
- Transition smoothly between speakers to maintain flow.
- Avoid side conversations or distractions while teammates present.



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Final Reminders

- Submit all deliverables on time: final report, slides, peer assessments.
- Check all files for consistency and quality before submission.



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Reflective Practice

- Think about what went well and what could improve for next time.
- Reflect on feedback received during the Q&A session.
- Use lessons learned to enhance future presentations.



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Thank You Slide

- Never forget to include a thank you slide at the end of the presentation
 - Example: “Thank you for your time. We look forward to your feedback”
- Include team & lecturer acknowledgements



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THANK YOU