

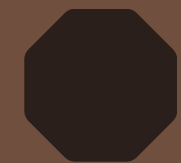
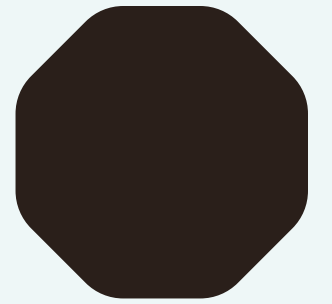
Preparing presentation

Tools, AI & presenting skills

Ms. Aminath Maldha

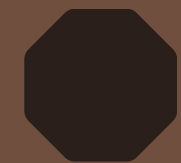


Tools



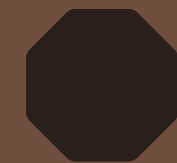
Microsoft Powerpoint/ Designer

“Designer” AI helps improve slide layout and design.



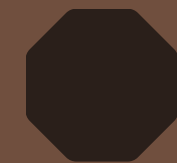
Canva

Easy drag-and-drop, AI design suggestions, pre-made templates.



Google slides

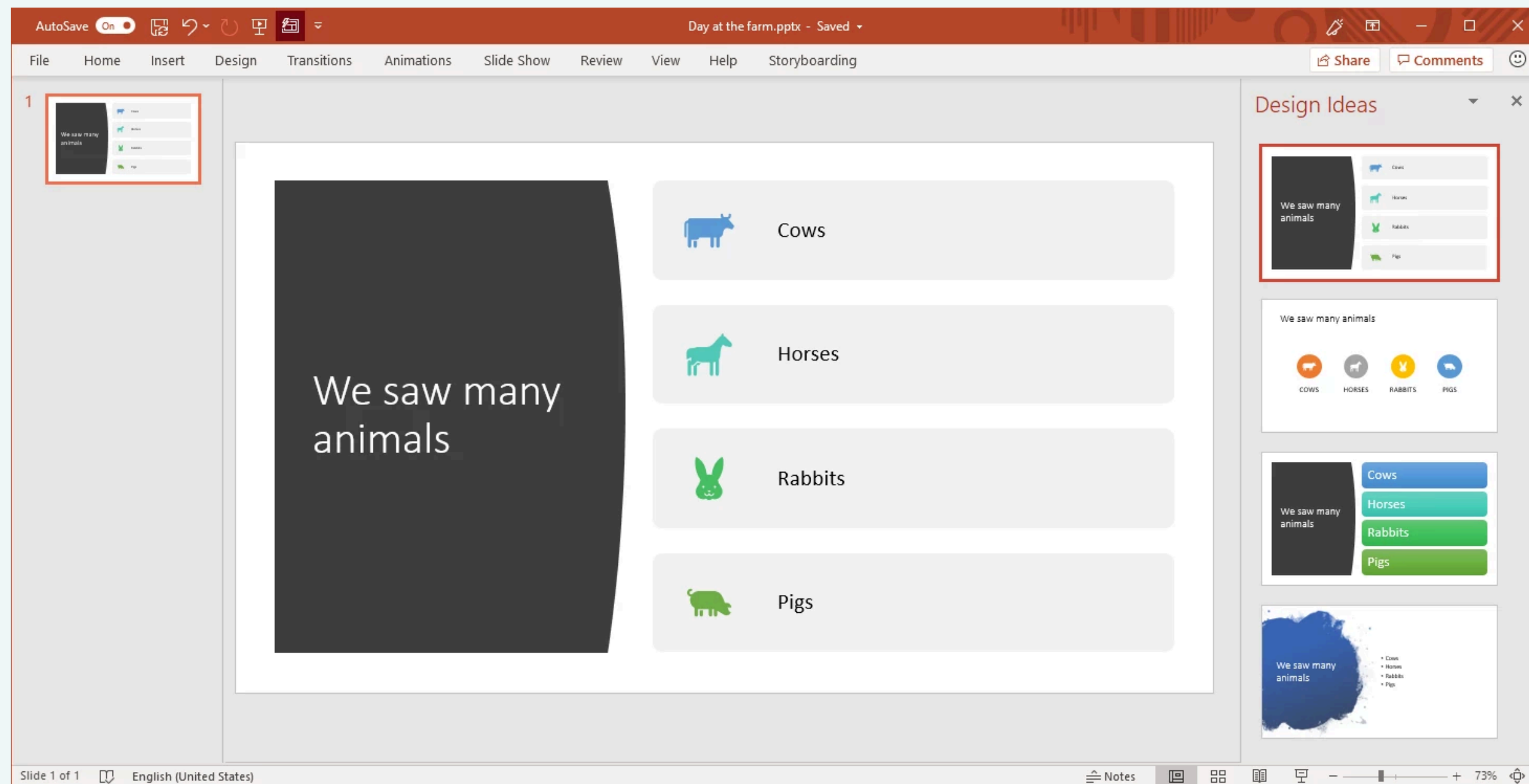
Collaborative work, AI-powered grammar/suggestion features.



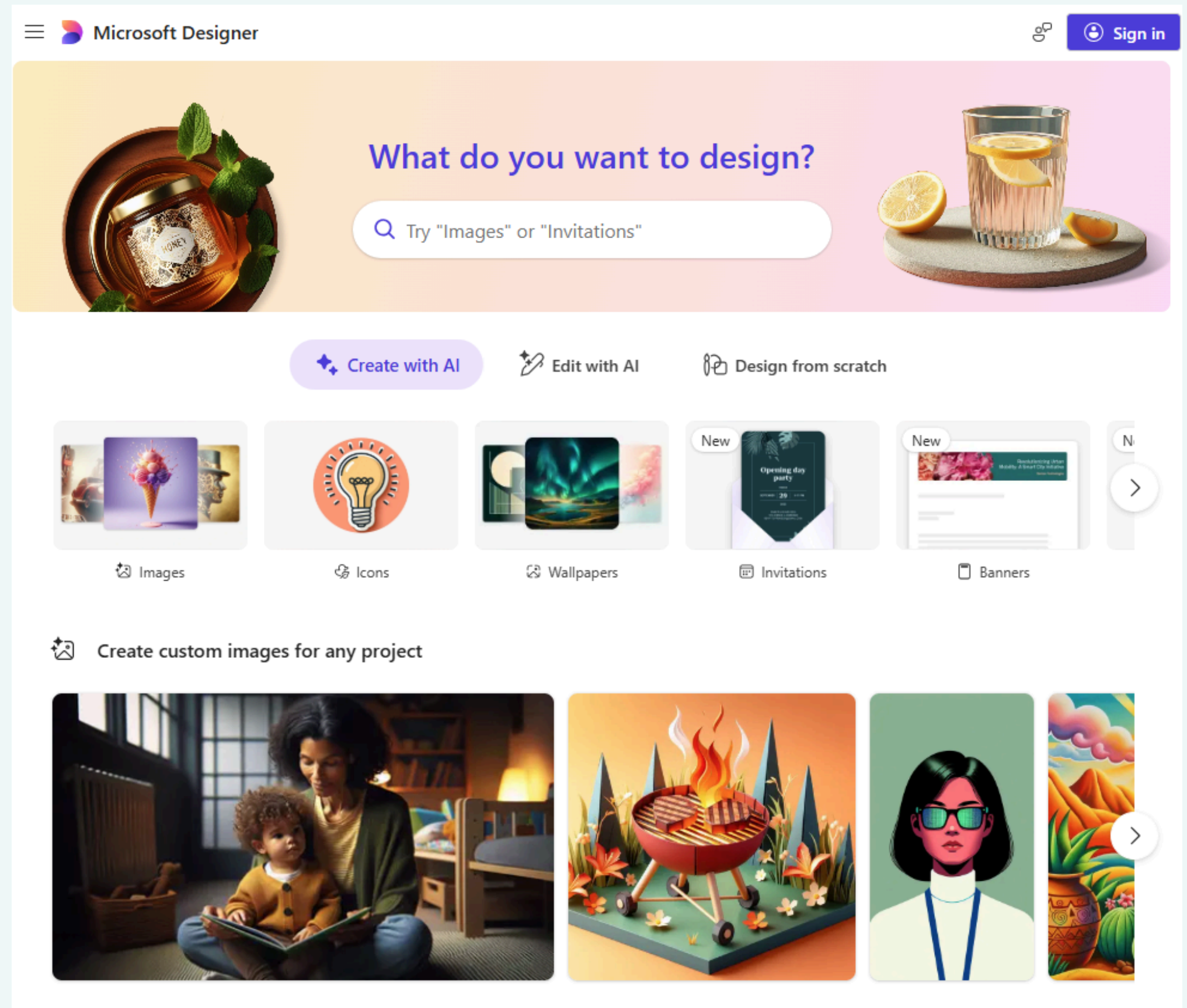
AI tools

Easy, time saving, generate outlines, simplify text, suggest ideas.

Microsoft Powerpoint



Microsoft Designer



Canva

Canva

Design Product Plans Business Education Help

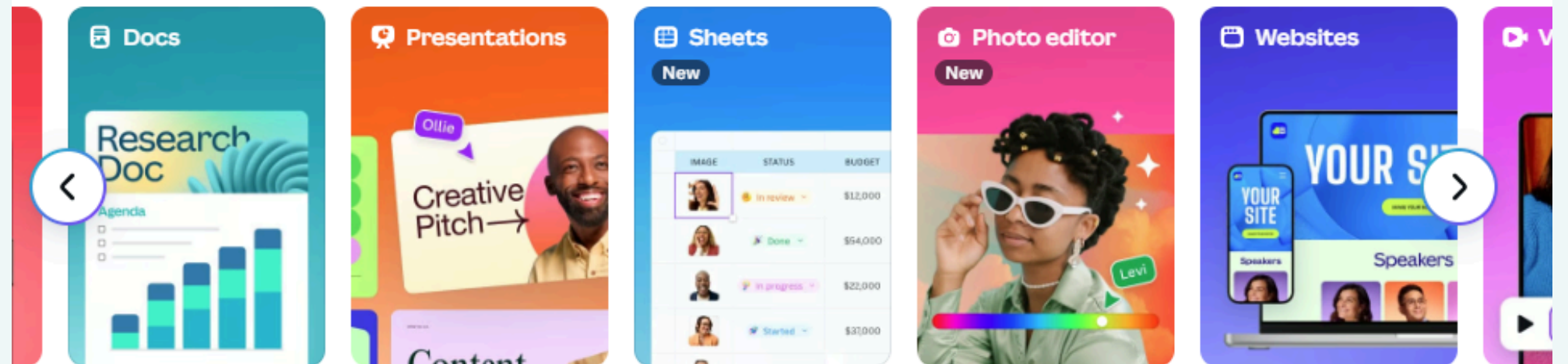
Sign up

Log in

What will you design today?

With Canva you can design, generate, and work on anything.

Start designing

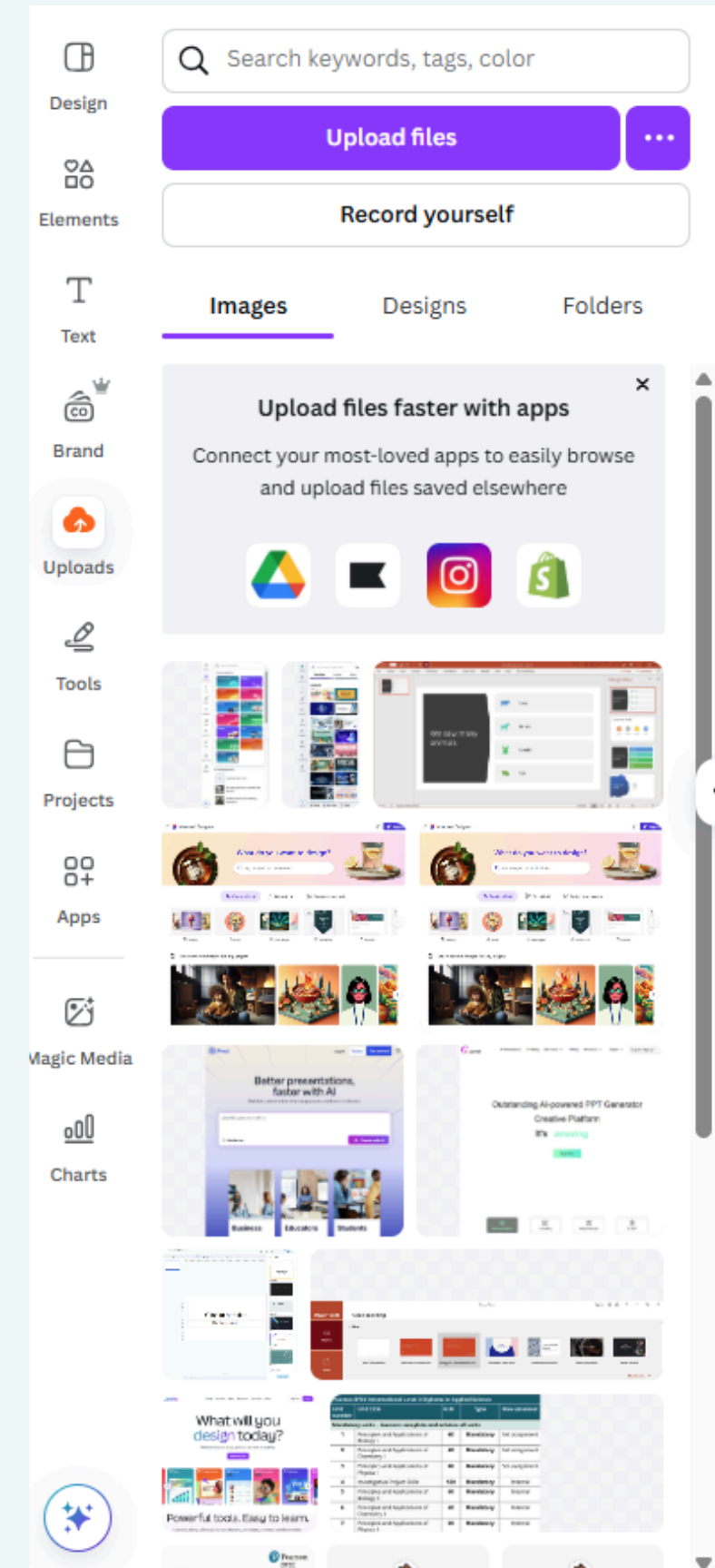
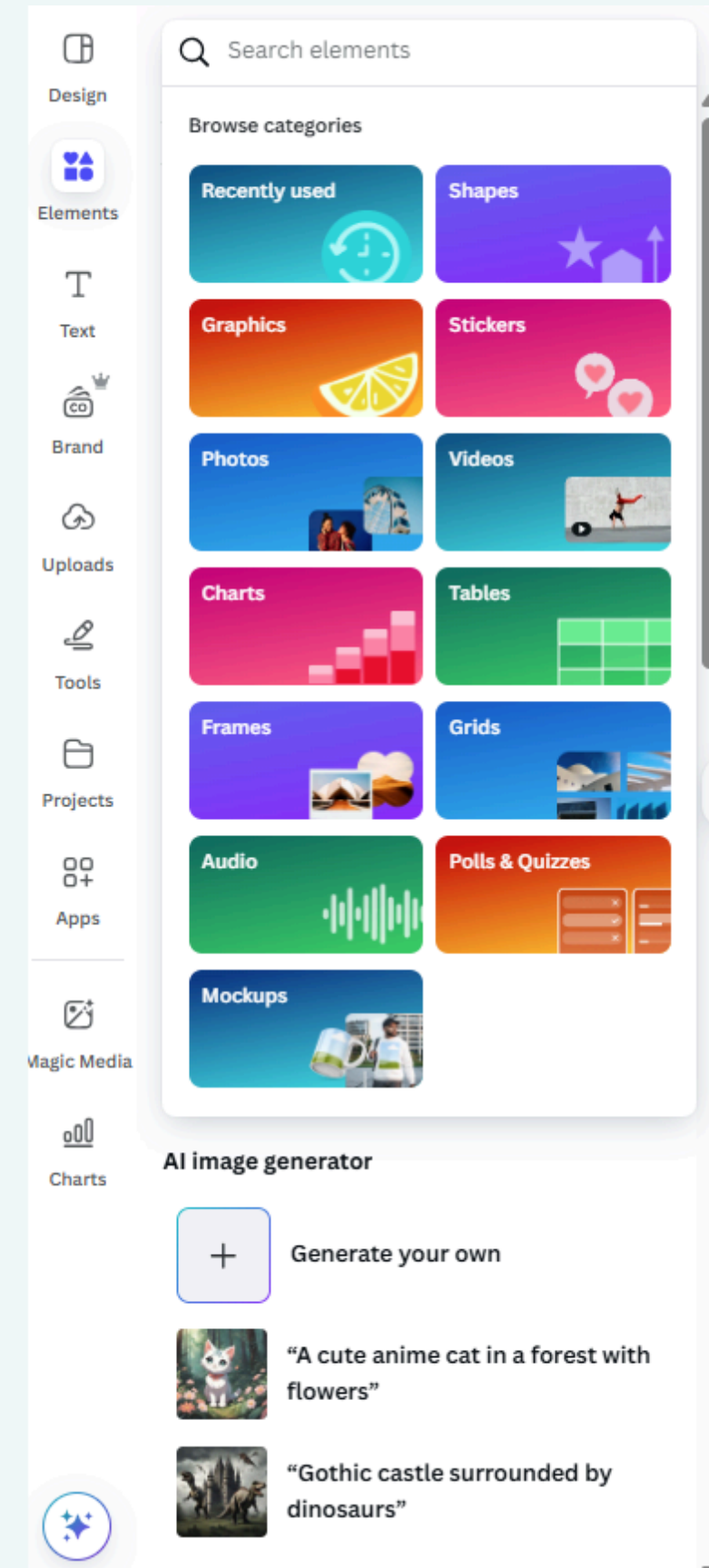
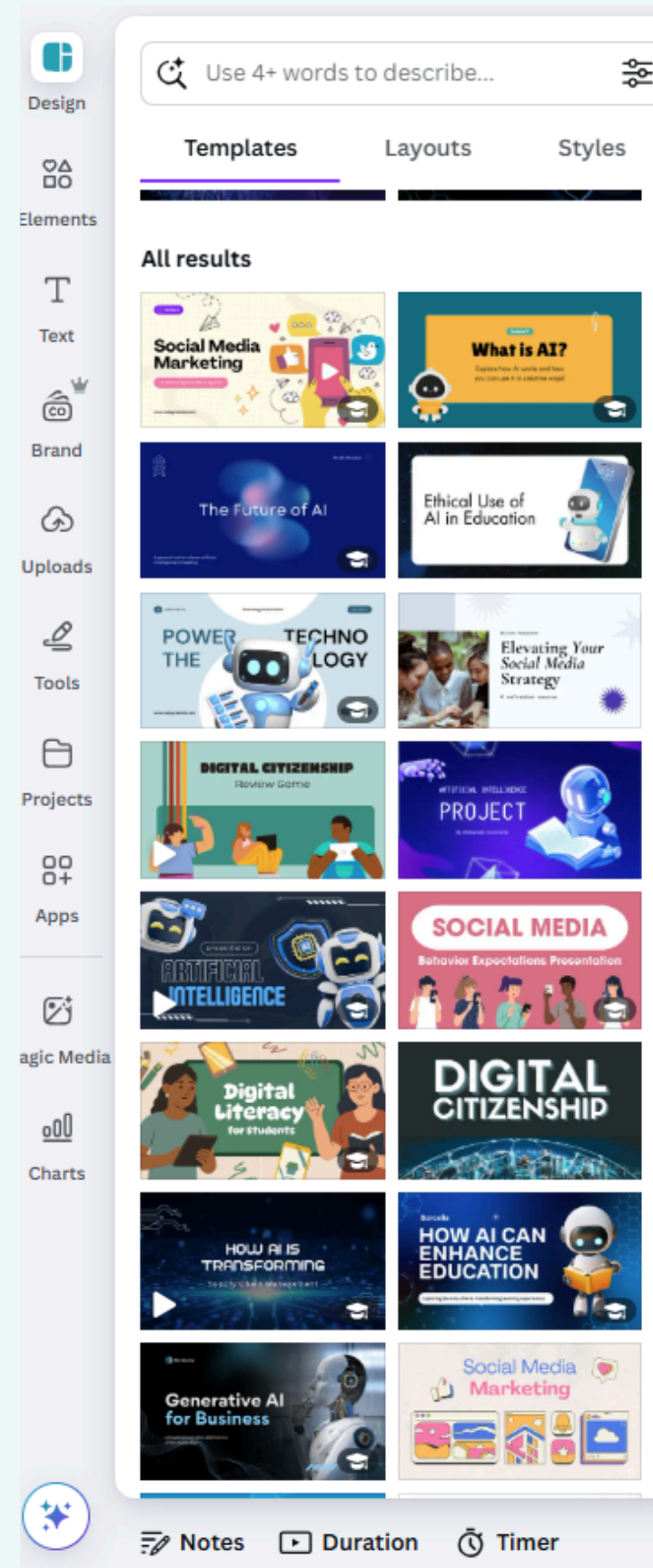


Powerful tools. Easy to learn.

Learn by doing with step-by-step lessons, templates, and real-world examples.

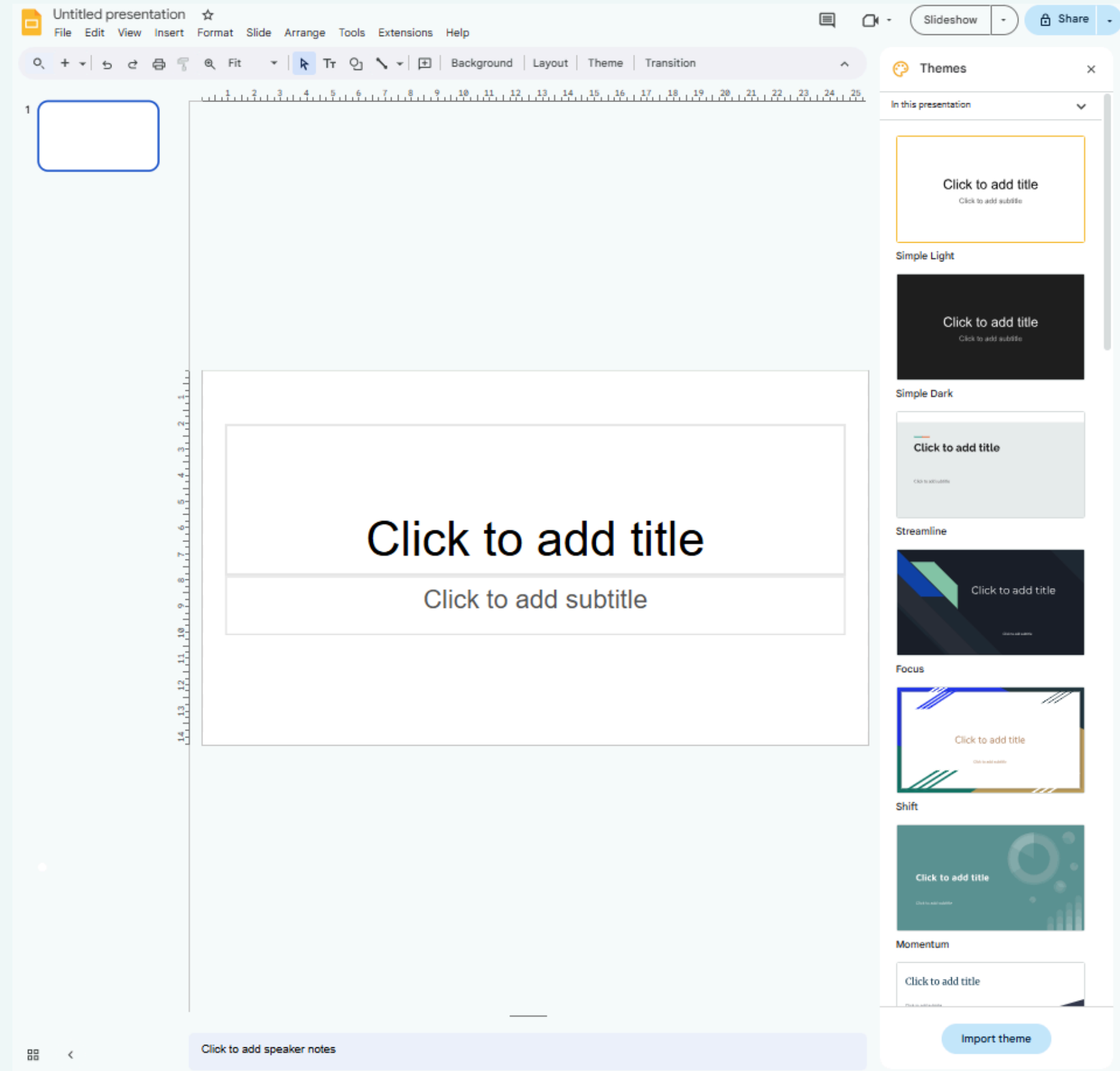
Canva

Easy drag-and-drop, AI design suggestions, pre-made templates.



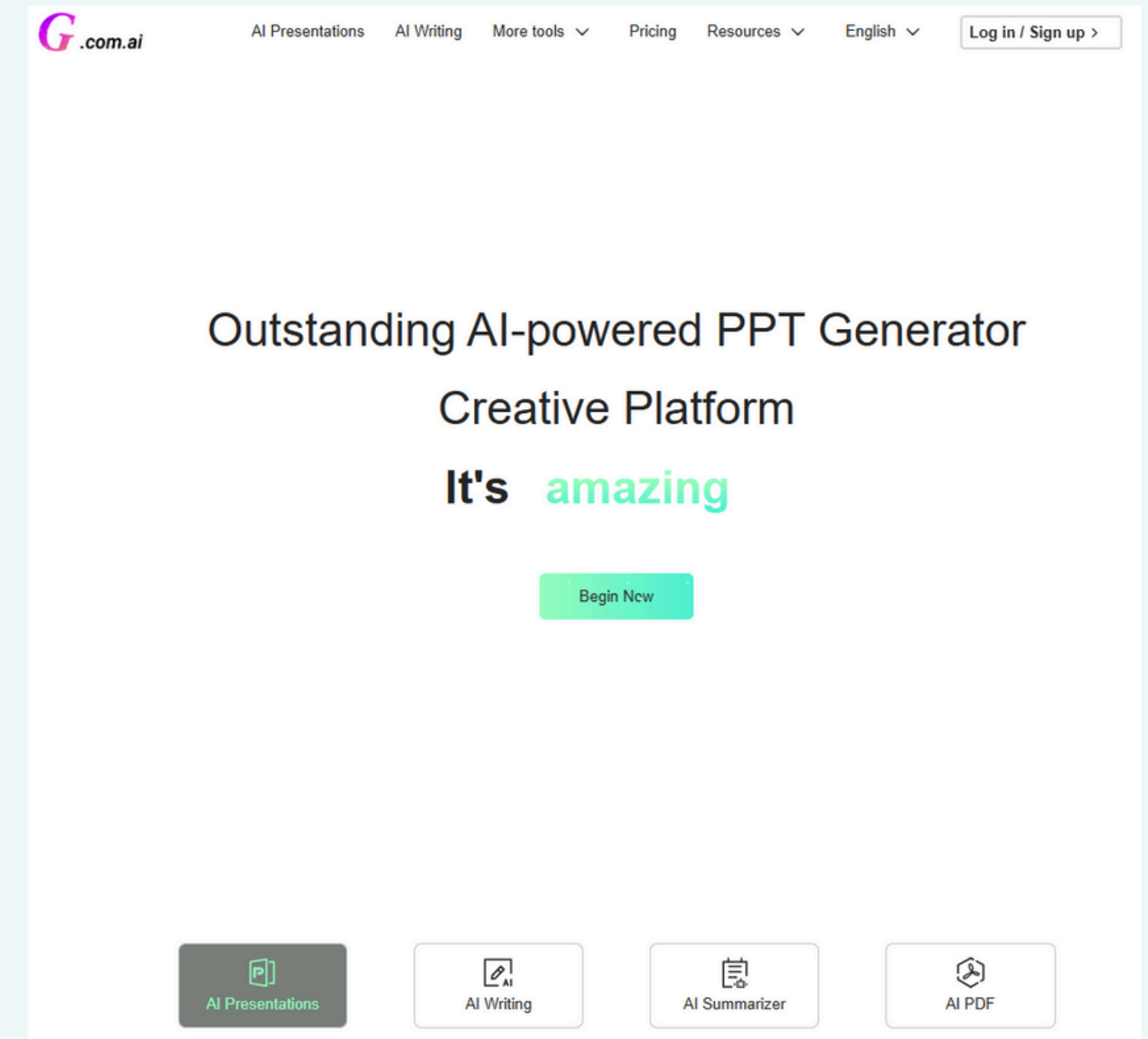
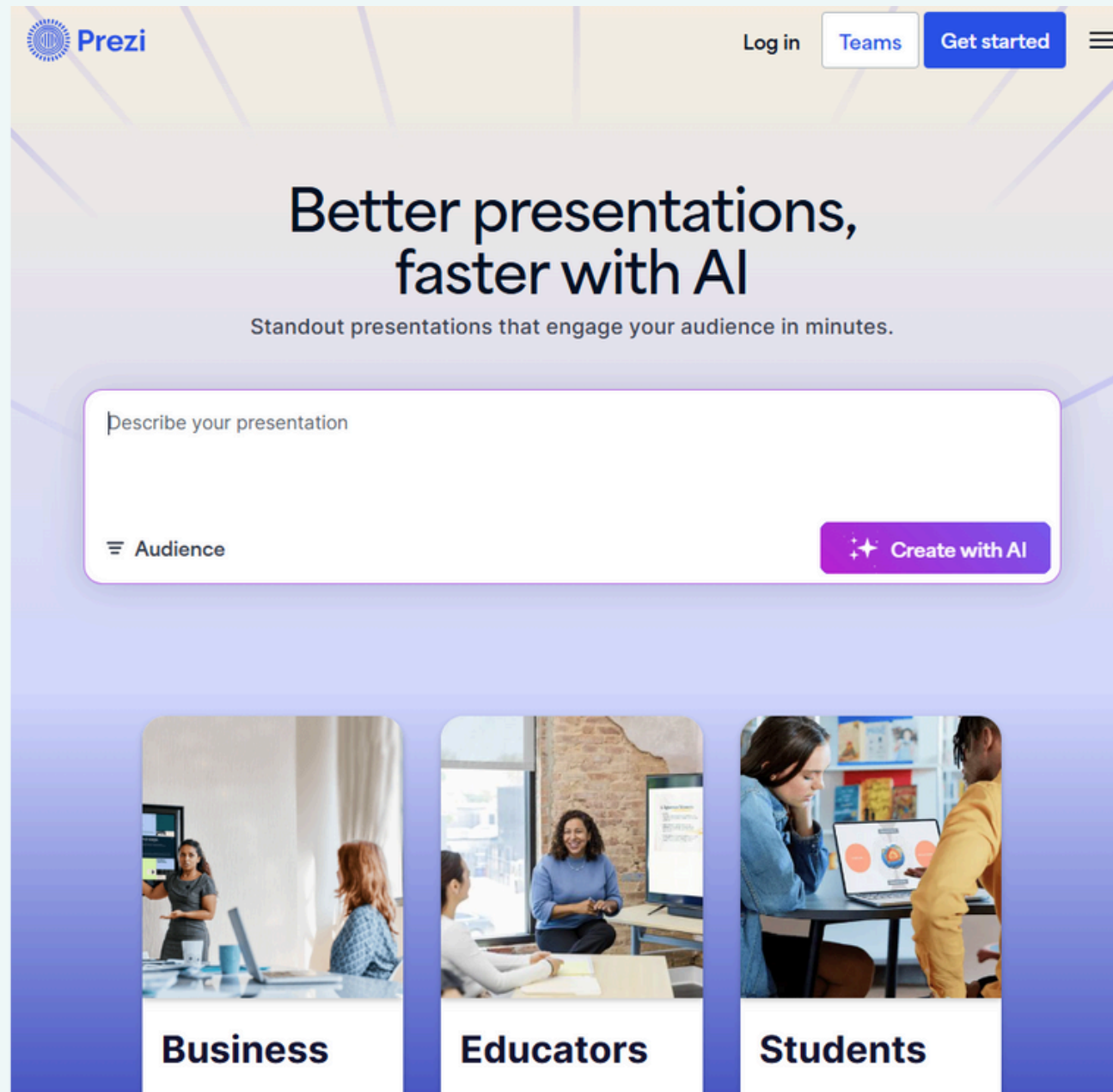
Google slides

Collaborative work, AI-powered
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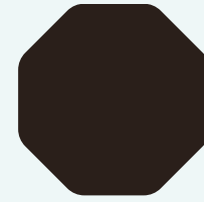
AI

Easy, time saving,
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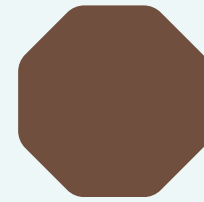




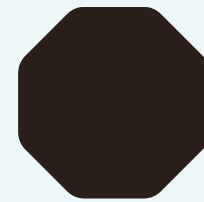
Key areas to focus: Preparation of slides



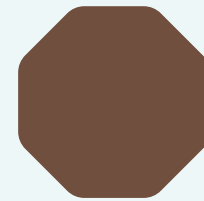
Clear introduction, body, and conclusion.



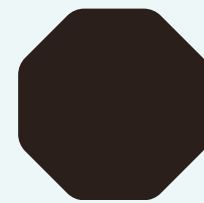
Use bullet points instead of long paragraphs.



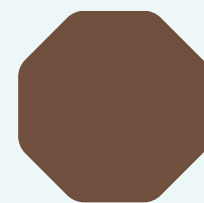
Keep each slide simple and focused on one idea.



Use readable fonts, proper color contrast, and limited text.



Include visuals (images, charts, icons) to support key points.



Consistency in slide design (same theme, style, colors).



Using Visual Aids Effectively



► Clarity: Ensure text and visuals are clear and legible.

► Relevance: Use visuals that support and enhance your message.

► Simplicity: Avoid clutter and focus on key points.

► Practice: Familiarize yourself with the technology and setup.

AI Visual Tools

- ▶ DALL·E / MidJourney / Canva AI – Create custom images for slides.
- ▶ Beautiful.ai – AI generates polished slide decks automatically.
- ▶ Infogram / Piktochart – Make AI-assisted charts and infographics.



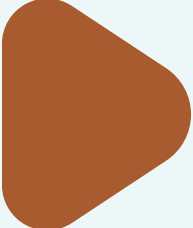


Structuring Your Speech

01

Introduction

Grab attention, state purpose, and outline key points.



02

Body

Present main ideas with supporting evidence and examples.

03

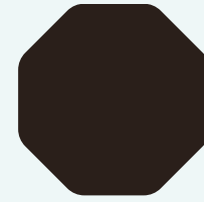
Conclusion

Summarize key points

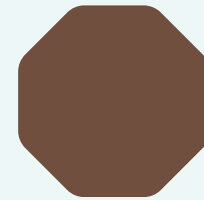




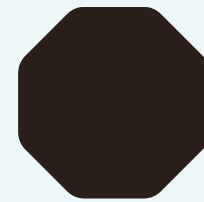
Key areas to focus: Presenting



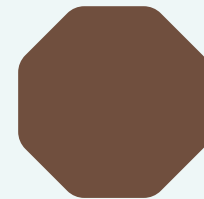
Speak clearly and at a steady pace.



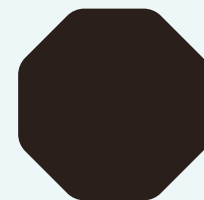
Maintain eye contact with the audience.



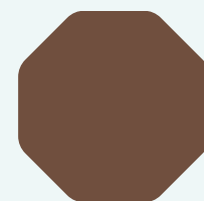
Use confident body language and avoid distracting movements.




Practice managing time – don't rush or drag.



Emphasize key ideas with pauses and tone changes.



Ask questions or use examples to involve the audience.



Practice & Delivery Tools

- ▶ Orai – AI speech coach that gives feedback on pace, clarity, and filler words.
- ▶ Microsoft Speaker Coach – Gives real-time feedback on presentation skills.
- ▶ Presentations with Zoom/Meet recording – Students can record themselves to self-assess.

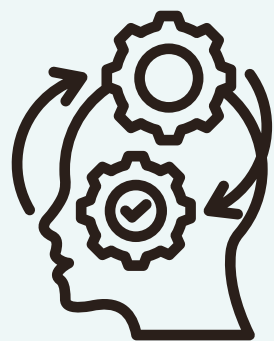


Engaging Your Audience

- ▶ Ask Questions: Involve the audience through interaction.
- ▶ Use Stories: Share relevant anecdotes to make points relatable.
- ▶ Visual Aids: Incorporate slides, charts, and images to support your message.
- ▶ Body Language: Maintain eye contact, use gestures, and vary your tone.

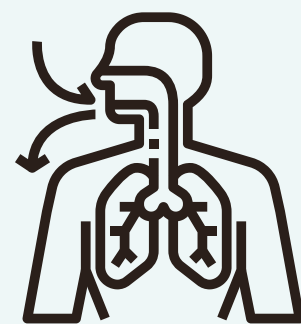


Overcoming Nervousness



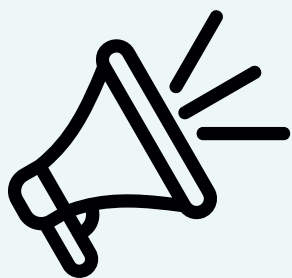
Practice

Rehearse multiple times to build familiarity.



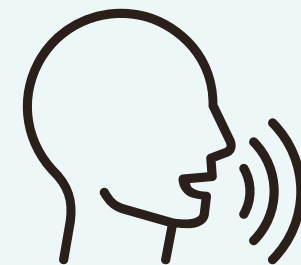
Breathing Techniques

Use deep breathing to calm nerves.



Visualization

Imagine yourself speaking confidently.




Positive Self-Talk

Encourage yourself with affirmations.



Handling Q&A Sessions



Listen Carefully:
Understand the
question before
responding.

Stay Calm: Take
your time to
formulate an
answer.

