

Tips for planning a group presentation

Before you begin, decide who is going to be the **presentation moderator**. They will ensure the smooth run of the preparation and delivery of the presentation. Identify the **purpose of the presentation**. This way you can ensure that the presentation is effective.

Understanding your audience is crucial to creating an engaging and attractive presentation.

To avoid possible problems withing the team ensure that **responsibilities are shared equally**.

Be specific when deciding on how long each speaker will talk and ensure that each team member will stick to the time frame agreed on.

Lastly, **build the presentation together** so that it is created in the same manner and style.

Interpreting non-verbal communication

Listen to the **tone of voice**. We often hear “it’s not what you said, it’s how you said it”. The tone is the attitude behind a person’s words. Generally, softer tones mean friendliness and politeness, and a harsher tone might be associated with anger and cynicism.

Pay attention to a person’s **pitch**. For example, a flat pitch with no inflection it can mean disinterest or boredom.

The **speed of verbal communication** can be interpreted as nervousness.

Facial expressions and micro expressions can help you observe joy, surprise, sadness, fear, anger, contempt, disgust.

Body language can also be translated into feelings. Anger can be shown with clenched fists or avoidance of eye contact, sadness through quivering lips, surprise etc.

Vocabulary

Open question – a question that requires a participant to answer in their own words

Closed question – a question that can be answered with a single word or a short phrase

Group presentation – a presentation delivered by three or more individuals, ensuring that everyone takes responsibility for a role withing the group

Formal language – a language designed to be used in situations in which natural language is unsuitable; it is used in professional and academic situations.

Informal language – a casual and spontaneous language; it is used when communicating with friends and family, in writing or in conversations

Non-verbal communication – a way of expressing information about one’s emotions, needs, intentions, attitudes and thoughts without using the verbal language

Voice pitch – refers to the highness or lowness of the voice

Inflection of voice – a change in a person’s pitch or tone of voice; intonation

Micro expression – a facial expression that lasts for a short moment, that is generally a result of voluntary or involuntary emotional response

FACIAL EXPRESSIONS CHART

