



PRESENTATION GUIDE FOR BEGINNERS

BY: NUR FARHANA BINTI MISNO



PREFACE

THE WRITER'S NOTE

ASSALAMU'ALAIKUM W.B.T.

I would like to express my full gratitude to The Almighty for giving me strengths to complete this eBook entitled "Presentation Structure".

Presenting in front of a group of people might be a horrifying experience for some students, especially for Semester 1 students. Thus, this eBook is produced in order to polish the students' skills in choosing and arranging their points and words to make it comprehensible and manageable while doing presentation.

Presenting is not about bombarding the audience with jargons. It is about delivering your sensible ideas and opinions. Plus, the ability to influence people would be a good advantage in order to keep your audience engaged throughout the presentation.

Finally, presentation is all about enlightenment. Hopefully, this piece of work will enlighten the students on how to construct a presentation accordingly.

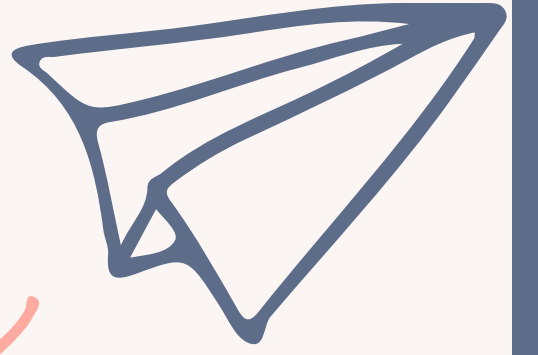
Thank you.



NUR FARHANA BINTI MISNO



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INTRODUCTION

PRESENT IDENTIFIABLE VALUES

Values of a person or group are the moral principles and beliefs that they think are important in life and that they tend to live their lives by such values as guiding principles. Core values also help people to determine if they are on the right path and fulfilling their goals by creating an unwavering guide.



TOPIC AND EXAMPLE OF VALUES

PRESENT A TOPIC OF INTEREST THAT CARRIES IDENTIFIABLE VALUES, COHERENTLY USING EFFECTIVE VERBAL AND NON-VERBAL COMMUNICATION SKILLS.

CLO3 (A2 CLS4)

Oral presentation topic/theme:

Compulsory!

- The topic must highlight the values that can be instilled in individuals such as personal values, family values, socio-cultural values or spiritual values.
- The suggested themes/ topics:
 - Self-motivation- E. g. "Being A Winner", "Patience" and etc.
 - Education – E.g. "Self-reliance", "Care and compassion" and etc.
 - Social & Community- E.g. "Being A Good Neighbour," "Importance of Maintaining Hygiene" and etc.
 - Other interesting topics

Creativity

Motivation

Courage

Love

Honesty

Innovation

Consistency

General Structure/

GENERAL OUTLINE

PRESENTATION OUTLINE	
TITLE:	
Greetings and Introductions:	<ol style="list-style-type: none">1.Introducing you & the group members.2.General Statement + Attention getter.3.Topic sentence/Thesis statement.
Value 1 – Main point and supporting details	<ol style="list-style-type: none">1.Main idea 1.2.Supporting details (two at least).3.Concluding main idea 1.
Value 2 – Main point and supporting details	<ol style="list-style-type: none">1.Main idea 2.2.Supporting details (two at least).3.Concluding main idea 2.
Value 3 – Main point and supporting details	<ol style="list-style-type: none">1.Main idea 3.2.Supporting details (two at least).3.Concluding main idea 3.
Conclusion / Q&A Session	<ol style="list-style-type: none">1.Restating topic sentence/Thesis statement.2.Summary of main points.

Suggested

CONTENT ACCORDING TO SLIDES

Slide 1
(Front page)

1.Introducing you & the group members.

Slide 2
(Introduction)

2.General Statement + Attention getter.
3.Topic sentence/Thesis statement.

Slide 3
(Value 1)

1.Main idea 1.
2.Supporting details (two at least).
3.Concluding main idea 1.

Slide 4
(Value 2)

1.Main idea 2.
2.Supporting details (two at least).
3.Concluding main idea 2.

Slide 5
(Value 3)

1.Main idea 3.
2.Supporting details (two at least).
3.Concluding main idea 3.

Slide 6
(Conclusion)

1.Restating topic sentence/Thesis statement.
2.Summary of main points.

Slide 7
(Conclusion and Q&A)

1.Thank you
2.Question & Answer Session (Q&A)

STARTING YOUR PRESENTATION WITH POISE!

CONTENT EXPLANATION WITH EXAMPLES ✨

TOPIC CHOSEN:
OUR EDUCATIONAL INSTITUTION
IS NOW IN DANGER!

Introducing Group Members

Salutation

Assalamu'alaikum WBT and good afternoon.

Introducing group members with their roles

My name is And these are my group members **A** will be presenting on **the introduction & value 1**. **B** will be presenting on **value 2** and **C** will be presenting **value 3 & conclusion**.

Insert some creativity to gain the attention of the audience!

I hope that all of you can lend us your eyes and ears to listen, to think, and to involve with our discussion from the beginning until the end because this is a serious topic to be discussed.



COMMUNICATIVE ENGLISH 1
DUE10012
Session 2 2022/2023

ORAL PRESENTATION (30%)

LECTURER'S NAME: NUR FARHANA BINTI MISNO

NAME	MATRIX NO
NURUL NAJWA BINTI JANILA	14DHF22F2015
NUR SYAHIRAH FITRI BINTI MOHD MARZUKI	14DHF22F2014
ANIS FARHANA BINTI ZAMZURI	14DHF22F34
NURUL BATRISYIA BINTI ADI	14DHF22F2041

Slide 1

Introductory Topic

Attention getter
(Statistics)

Topic

Topic sentence
/ Thesis
statement

According to our Minister of Education, Fadhlina Sidek during her speech at the Parliament, there were 35.16% SPM leavers for 2020 session have no interest to further their study. Sadly, the number was increasing to 48.74% SPM leavers for 2021 session who have chosen not to proceed to the higher educational level. Why is this happening? Don't you think that our education is in danger? Yes, I believe that our educational institution is now in danger. That is the topic for our presentation today. The reasons can be many; financial limitations, familial problems and also bad influences from social media content. As the Polytechnic students ourselves, we do experienced hurdles and difficulties while pursuing our study. However, those limitations can be reduced if we nurture good values in our life. Hence, there are three important values in life that we uphold the most in order to sustain our academic performances. The values are perseverance, positivity and focus.

The Ministry of Education Statistics:

35.16%

SPM leavers
in 2020

- No interest
to further
study.

48.74%

SPM leavers
in 2021

- No interest
to further
study.

As cited from Fadhlina Sidek in Parliament Debate (2021)

Slide 2

MATCHING BODY PARAGRAPHS WITH YOUR PRESENTATION

CONTENT EXPLANATION WITH EXAMPLES ✨

VALUE 1 : PERSEVERANCE

VALUE 2 : POSITIVITY

VALUE 3 : FOCUS

Value 1: Perseverance

Main idea 1

Now, let us look at the first value which is perseverance.

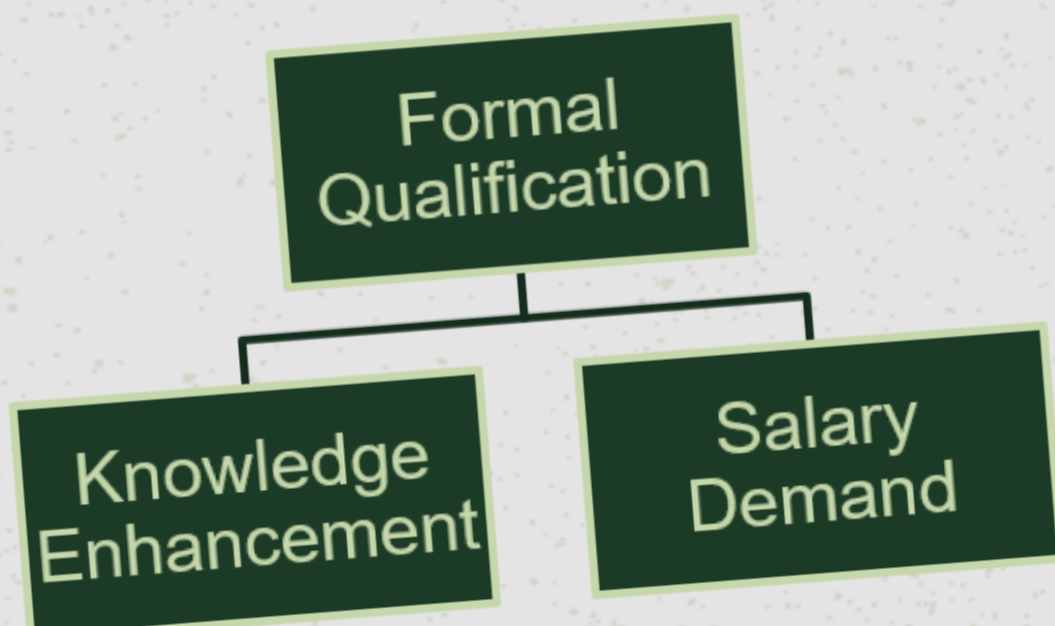
Supporting details

Perseverance is a series of continued effort to achieve something despite difficulties, failures or oppositions occur along the way. In this case, do not live in vain if you fail your SPM. Stand up and make a move for a better future. Formal educational qualification is a necessity to gain knowledge and better salary. Somehow, your SPM results might turn you down academically, but you can always opt for Technical and Vocational Education and Training (TVET). You can search for these institutions to polish up your skills such as polytechnics, community colleges and IKBNs. Yes, your pathway might be a little bit rough than the university leavers. But, it does not matter how slow you go, as long as you do not stop. Hence, perseverance can guarantee you to be resilient to any hardships and education is still relevant for better earnings and designation.

Concluding main idea 1

Value 1 : Perseverance

DEFINITION: A series of continued effort to achieve something despite difficulties, failures or oppositions.



OLITEKNIK
MALAYSIA

KOLEJ KOMUNITI
MALAYSIA



GIATMA
Malaysia

Slide 3

Types of Supporting Details

(Refer to Value 1)

Definition

Provide meaning to difficult words

Example sentence:

Perseverance is a series of continued effort to achieve something despite difficulties, failures or oppositions occur along the way.

Explanation / Reasoning

Provide justification or detailed information of the main idea

Example sentence:

Formal educational qualification is a necessity to gain knowledge and better salary.

Example

Provide examples to support the main idea

Example sentence:

You can search for these institutions to polish up your skills such as polytechnics, community colleges and IKBNs.

Value 2: Positivity

Main idea 2

Now, let us turn to the second value which is positivity. The feel of being encouraged, belonged and confident with the output while taking a risk are the sign of positivity. What is important to remember, people will learn better in a positive environment. They will tend to see things in a positive angle. Some people might see problems as difficulties to be eliminated. But, positive thinker will see problems as a challenge to be solved. For example, positive people would not see failure in SPM as the end of the future. They will try to look for a better course that fits them well and strive to accomplish their goal. Hence, positivity may create a conducive learning environment by considering obstacles as the stepping stone to perform better in life.

Supporting details

Concluding main idea 2

Value 2 : Positivity

Positivity promotes:

- the feel of being encouraged
- belonged
- confident

Positive environment

Positive thinker

See things in a positive angle

Failure is a challenge

Slide 4

Value 3: Focus

Main idea 3

Now, we come to the final value which is focus. It involves prioritizing important task based on situations and deadlines, learning how to organize and begin a task, and understanding how to endure and maintain the momentum and effort to the task at hand. A clear goal is needed to maintain focus. If your goal is to be an expert in your field of study, you cannot avoid to educate yourself formally. For example, if you want to be an engineer, you cannot avoid to embark with different academic stages. Starting by having a Diploma, continue to Degree and if possible to further up to Masters and PhD. The checklist will help you to keep track on what you should do to achieve your aim. Hence, focus in learning aids to fulfill your academic life goal within your expected timeframe.

Supporting details

Concluding main idea 3

Value 3 : Focus

Prioritizing important task

Organize & begin a task

Maintaining good work momentum

Clear goal:

- An expert should embark on education.
- For example, an expert should embark with different stages.

Certificate → Diploma → PhD

Slide 5

GETTING AN IMPACTFUL CLOSURE!

CONTENT EXPLANATION WITH EXAMPLES

CONCLUSION
(RESTATING THE TOPIC SENTENCE)

Conclusion

Conclusion

In conclusion, perseverance, positivity and focus are the key factors to be nurtured and instilled inside an individual to ensure education is still relevant to be pursued for the youths. Be it non-technical or technical, both have their own values. Working full-time after SPM may give you instant cash, like doing e-hailing, food delivery service and being a cashier or a telemarketer. But, will you able do the same job for another 10 years ahead without proper qualifications? As you are getting older, what is your future planning? As what Benjamin Franklin says "An investment in knowledge pays the best interest." Yes, education does not come cheap but your hard work will definitely pays off. "Intellectual growth should commence at birth and cease only at death".

Thank you.

Conclusion

1. Key points:

- Perseverance
- Positivity
- Focus

2. What will you be for the next 10 years?

"An investment in knowledge pays the best interest."

"Intellectual growth should commence at birth and cease only at death".

Slide 6

EXTRA NOTES

SIGNPOSTING / TRANSITIONAL MARKERS

SIGNPOSTING / TRANSITIONAL MARKERS

DEFINITION:

SIGNPOSTING / TRANSITIONAL MARKER IS A TECHNIQUE TO HELP PEOPLE FOLLOW THE MEANING OF WHAT YOU ARE SAYING.

THEY ACT AS GUIDES TO HELP THE LISTENER FOLLOW WHAT YOU ARE SAYING THROUGHOUT A PRESENTATION, HELPS IN ESTABLISHING RAPPORT AND HELPS THEM TO CATEGORIES WHAT YOU ARE SAYING.

Listing information

Linking ideas, sections /
Making transition

Outlining options

To rephrase

To refer to what you
will say

To refer to common
knowledge

To refer to what an
expert says

To
summarize

To refer to what you have
said previously

To
emphasize

EXAMPLE SENTENCES OF SIGNPOSTING / TRANSITIONAL MARKERS

LISTING INFORMATION

1. There are three things that we have to consider: **one, two & three...**
2. Now, let us look at the first/ second/ final aspect which is...
3. First of all,...
4. In the first place,...

LINKING IDEAS, SECTIONS / MAKING TRANSITION

1. That's all I would like to say about **Point A** and now let us turn to **Point B**..
2. Now that we've seen **Point A**. Let us turn to **Point B**...
3. We've discussed about **Point A**. Now, let's move on to **Point B**...

OUTLINING OPTIONS

1. There seem to be two possible ways of dealing with this...
2. We've looked at this from the point of view of **the manufacturer** but what about if we were to...
3. A number of options can be considered at this point...

TO REPHRASE

1. Let me rephrase that...
2. In other words...
3. Another way of saying the same thing is...
4. That is to say...

TO EMPHASIZE

1. What is very significant is...
2. What is important to remember...
3. I'd like to emphasize the fact that...
4. I'd like to stress the importance of...
5. To highlight...
6. What I tried to bring out...
7. What we need to focus on...

TO REFER TO WHAT YOU HAVE SAID PREVIOUSLY

1. As I have already said earlier...
2. As we saw in part one...
3. To repeat what I've said before...
4. As what I have mentioned just now...

TO REFER TO WHAT YOU WILL SAY

1. We will see this a little later on.
2. This will be the subject of Point B.
3. We will go into more detail on that later.

TO REFER TO WHAT AN EXPERT SAYS

1. According to...
2. Based on....
3. I quote the words of...
4. In the words of...
5. Here I'd like to quote...

TO SUMMARIZE

1. To summarize...
2. To sum up...
3. To conclude...
4. In conclusion...
5. Briefly said...
6. In short...
7. To recap what we've seen so far...

TO REFER TO COMMON KNOWLEDGE

1. As you all may well know...
2. It is generally accepted that...
3. As you are probably aware of...



THANK YOU
&
GOOD LUCK!

