

## Self-study report and presentation with appropriate

divided into 6 categories:

1. Information presentation (Informative Presentation) is one of the most seen types of presentations in business and the most commonly used. with presenting or explaining information directly The essence of this type of presentation is to give facts and explain details. in projects or presenting plans in various forms And we will see data such as numbers, statistics, comparisons, tables involved in presentations and content details quite a lot. This type of presentation is quite formal. not focusing on creating fun We can see the presentation type Informative Presentation from the document report format. Announcement board within the organization Research report, summary report, summary of business progress earnings announcement And the presentation has more content and number of pages than other formats.

2. Teaching and advice (Instructive Presentation) We often see teaching and advice often in teaching and learning in schools or universities, right? Which is similar, just changing the format and location to the atmosphere of the training. on various topics specified by the company or topics that employees want to learn more with the goal of providing useful knowledge that comes with developing more skills in each field This type of presentation requires quite a lot of presenter skills. Because it requires both knowledge and skills to convey quite well presenting useful information. for listeners to understand and feel the urge to listen to the end Examples of presentations that we often see in work, such as training employees in the organization (In-house Training), doing workshops (Workshop), attending seminars (Seminar), attending training courses (Training Course), which Mostly in this type of presentation there is one of the most effective interactions between the presenter or the teacher and the audience.

3. Persuasive Presentation The goal of this type of presentation is to persuade the audience. which is amenable in terms of creating a sense of participation Basically, we will see the presentation starting with the problem and ending with the solution or solution of the problem. Penetrate into the heart of the listener's heart. And persuasion can be used in many presentation situations. And can be used in conjunction with many types of presentations as well, such as business plan presentations to request funding from venture capitalists. It may be presented with data-intensive reasons but can be combined with persuasiveness. The venture capitalist is amenable and sees the possibility of business growth opportunities. and tips or tricks that can be used to make the presentation look interesting It can be visualized (Visual) in various forms such as infographics, showing growth with graphs. that is not packed to the content alone

4. Motivation Presentation This type of presentation is inspiring. (Inspiration) to happen to the audience. In most cases, it is a communication to allow the listener to change some behavior. And we often see with the presentation of anything that is a story (Story) that can be made in a variety of formats, such as a story of a business that is part of a Company Profile or Company Presentation, speaking in front of hundreds of people. Like a TED Talk, and many times we see an inspirational presentation style. with life coach speaking in various media, by presenting in the form of persuasion, it must create an emotional connection as well as build morale for the team or listeners as well.

5. Presentation for decision making (Decision-Making Presentation) In everyday work and business, we face decisions. Whether it's a small matter, which is a job that has to be done on a daily basis. But if it's a matter of having to present plans for budget approval This may be a request for approval of the annual work plan. Obtaining authorization to resolve certain issues obtaining approval for the purchase of certain working equipment Which the presentation must tell the origin and the result will be obtained in order to be approved by the authority or the audience. Most of the time, this type of presentation is mostly about cause and effect. that may have to present mainly factual information

6. Project progress presentation (Progress Presentation) This type of presentation will summarize the results of doing business. Whether it's a marketing plan that has been done The effect of budget expenditures on building projects or all activities that have been done It will be a presentation of the status in each period. It could be daily, monthly, 3 months or yearly depending on the nature of each type of work. However, presenting the progress of the project will help to see the problems or obstacles. It is necessary to find a solution to make the project go through well.

## **how to present the work (Presentation Style)**

### 1. Speech and visual media (Visual Style)

Visual presentation is a popular presentation style in the latter. which gives importance to the beauty of the slides or the Presentation quite a lot (emphasizes on beautiful images rather than text) The presenter must also have the skills to attract the audience's interest and conformity. which, if looked at, would be suitable for someone who is good at speaking Good at organizing issues, good at presenting, having experience in presenting for a long time And most of them are public speaking with a large number of listeners (Public Speaker) as a storyteller. Storyteller and Visionary. If you can't imagine Steve Jobs taking center stage and presenting each iPhone.

### 2. free speech (Freeform Style)

Presentations or lectures that do not use any slides or presentations or are called standing alone in the middle of the stage. In this manner, the speaker must be very skilled. There is a good way to connect stories and thematic sequences. Suitable for presentations that don't take too long. We will see this type of speech or presentation with the opening speech at the event. Speaking at various networking events, including speaking in a way that encourages employees to listen (Pep Talk) or may be a form of a short discussion that is not very long. Take a look at an example from a TED Talk to get a clearer picture.

### 3. Instructor Style

Whenever there are complex presentation details that need to be explained. Speaking will involve comparisons or the use of various contents. Which is the same as the emotion that we listen to the teacher teach or lecture. And that must include information to accompany the presentation as well to build credibility and confidence for the audience. This kind of talk can be seen from the very detailed presentation of the new product. Explaining how to use it that is difficult to understand or in making video demonstrations of various uses

#### 4. Guided speech (Coach Style)

Speaking that uses the distinctive personality of the speaker to keep the audience engaged at all times. Speaking like this requires a lot of energy because it constantly motivates the audience. as if encouraging athletes to practice and perform well By speaking in this manner, they often give examples of situations or stories to keep the listeners involved at all times. which is suitable for speaking at meetings or presenting matters that need to guide the listeners to follow Or it may be speaking in a situation where the audience needs some guidance. It is also suitable for brainstorming meetings to come up with new ideas.

#### 5. Tell a story (Storytelling Style)

Speaking in a way that creates the most emotional connection with the listener. and engage the audience with you from start to finish. Most of them tell stories about problems or obstacles that arise. Pull the listener into trance from the first second and gradually increase the intensity of the story step by step. In fact, this kind of talk is suitable for many situations that are quite long. Like a TED Talk, it shouldn't be used in very formal situations, such as an event presentation. sales of customer work or training in various skills

#### 6. Connecting style (Connector Style)

Speaking in a way that listens to the opinions of the listeners or shares the same experience. Then put together the story mixed with questioning from time to time. The manner of speaking will use gestures in conjunction with the freeform style of speech, which allows for good interaction with the listeners and the listeners will feel relaxed to answer questions. Speaking like this, we can see from the beginning of the sales team's work. who often ask questions to see what problems the customer has What is expected, what is wanted, and the sales team will connect the issue with the product or service to offer the best solution. It is one way to speak in the manner of being a good listener.

#### 7. Conversational speaking (Pechakucha Style)

A Japanese technique with a speech that uses no more than 20 slides, takes 15 seconds/slide and takes 5 minutes to present. Framed and to the point as if having a conversation with the interlocutor This is ideal for speaking in front of large groups and with limited time to speak or presenters. which makes the listener focus on the point clearly This type of speech requires a lot of practice and the need to lay out the content of the presentation. because there is a time limit for each slide and sometimes slides will automatically change the page after 15 seconds (difficult and pressure is not a joke for this kind of talk)

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