

神兒女的簡報技巧



世界上最困難的兩件事

第一件事：

如何把別人口袋中的錢、
放進自己口袋...

第二件事：

如何把自己腦袋中的東西、
放進別人腦袋...

— *by Anonymous*

『簡報、Presentation』

When?

『演講、*Speech*』與『談話、*Talk*』
有什麼不同？

『簡報、*Presentation*』與『演講、*Speech*』
有什麼不同？

『簡報、Presentation』

Why?

Whom?

What?

How?

簡單的實習：自我介紹

*How to introduce yourself to the person
who sit next to you in one minute?*

你怎麼用一分鐘，
介紹你自己、給坐在你身邊的人？

怎麼用一分鐘的時間，以各樣的方式，
讓你的對象能更多的認識你？

Why? 為什麼要做簡報？



Why We Present?

An Assignment...?

A Talk...? A Speech...?

A Show...?

A Test...?

*It is an **Opportunity** for Sharing...*

Why We Present?

Great presenters see the presentation as an opportunity to help their audience and to add value to their personal or professional lives...

It can be part of our Christian Service...

The purpose of a Presentation is to Express and not to Impress.

幫助、加值、服事、傳達

Why We Present?

義人的口、教養多人...。

*A good person's words will **benefit** many people...*

(箴言：十21, TLB)

Why We Present?

*Presentation is our opportunity to **Serve...***

*with a **helping** and **loving** heart*

簡報是為了『**愛心服事**』

Whom? 對誰做簡報？



Whom to Present?

*It's a **communication**, so it's not based on us,
it's not based on the audiences,
it's based on **the common of audiences and us.***

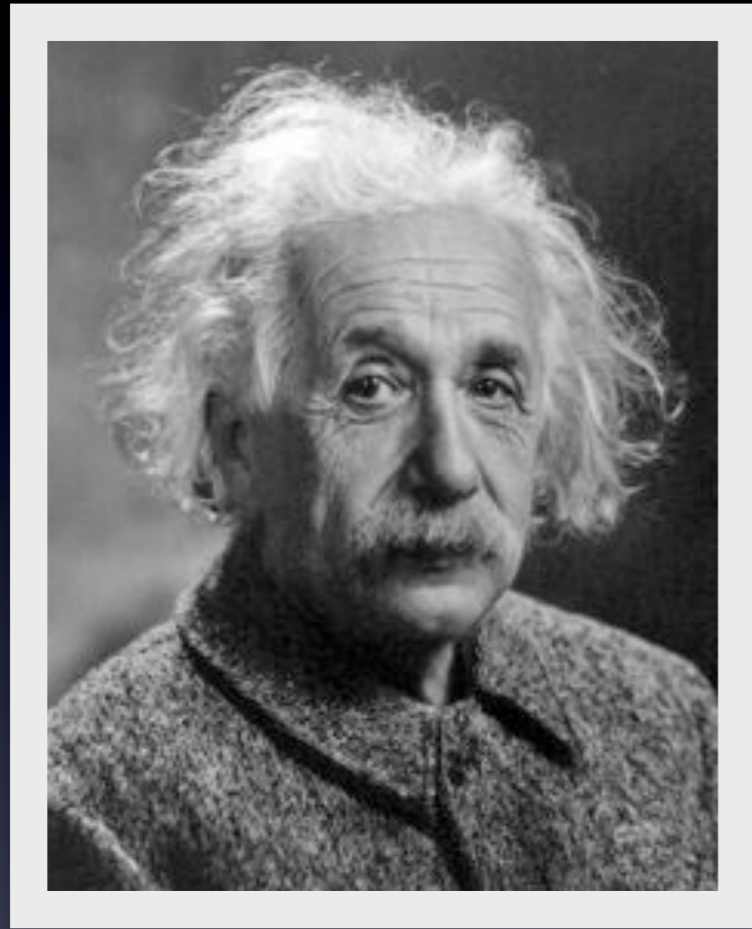
*For a good and effective Presentation,
we need to **know our audiences**
to build a proper **bridge...***

Whom to Present?

向甚麼樣的人、我就作甚麼樣的人...。◦
I try to find common ground with everyone...

(哥林多前書：九22, NLT)

愛因斯坦 Albert Einstein



猶太裔物理學家 1879-1955
諾貝爾物理學獎得主 (1921)

*If you can't explain it to a six year old,
you don't understand it yourself.*

『如果我們不知道如何解釋給一個六歲小孩，
那表示我們自己還沒有搞懂。』

Whom to Present?

*It's our opportunity to **Reach Out...***

to people around with us

簡報是爲了『**建立橋樑**』

What? 要簡報些什麼？



What to Present

義人的心、思量如何回答...。

A good man thinks before he speaks...

(箴言：十五28, TLB)

智慧人的心、教訓他的口，

又使他的嘴、增長學問...。

Intelligent people think before they speak;

what they say is then more persuasive...

(箴言：十六23, GNT)

What to Present

*All communication has three essential components:
intellect, emotion, and volition.*

*In other words, **thought, feeling, and action.***

*So whatever it is I want to present, it involves
something **I know, I feel, and I'm doing...***

*— by Dr. Howard G. Hendricks in his book
『Teaching to Change Life』*

What to Present

“Begin with the End in Mind”

— by Stephen Covey in his book

『The 7 Habits of Highly Effective People』

Always ask...

“What I really want to deliver?”

『我真正所要傳達的是什麼？』

What to Present

Warm Up Stage (Overview)

Open Up Stage (View)

Fire Up Stage (Motivate)

Wrap Up Stage (Review)

What to Present

*Great presenters tell the audience
what they **need** to know,
remembering that **less is always more.***

『精選』、『組織』、『刪除』

『建築師』、『作家』、『雕刻家』

考量『預備時間、簡報時間』

簡報輔助、Presentation Aid

What we **Hear**、Remember 10%

Plus What we **See**、Remember 50%

Plus What we **Do**、Remember 90%

視覺輔助、Visual Aid

Section: Where we are

Page Title: What to cover

Bullet: Short and Clear Summary

Quote: by Whom and Source

Figure, Picture, Video: To Enhance Memory

Highlight and Blank: Necessary Element

What to Present

『天才就是化繁為簡的能力』
by 賽然 (C.W. Ceran、法國作家)

『複雜的極致、就是簡單』
by 達文西

『任何事物不是要簡單…
而是要竭盡可能的簡單』
by 愛因斯坦

What to Present

*Presentation is not to show **what we know**,
but to help audiences **understand**,
and make **actions**.*

『了解』、『接受』、『行動』

『行動』是基於『能了解』
而不是因為『最完整、或最佳的答案』

故事輔助、Story Aid

*Neuroscience has provided us with ample evidence that **well-told stories** not only let us into the speaker's world and create empathy, but they actually change audience's brain chemistry.*

*— by Maurice DeCastro in his article
『The 20 Habits of Truly Brilliant Presenters』*

參與輔助、Activity Aid

There is really no better way of engaging your audience than getting them involved, and that is easily achieved by

*Asking them questions,
Getting them talking to each other, and
Using their imaginations.*

*— by Maurice DeCastro in his article
『The 20 Habits of Truly Brilliant Presenters』*

What to Present

*It's our opportunity to **Share**...*

*What we **know**, what we **think**, what we **do**,
and what is **benefit** to the audiences.*

簡報是爲了『**分享益處**』

How? 如何做簡報？



How to Present

舌頭若不說容易明白的話，
怎能知道所說的是甚麼呢？
這就是向空說話了…。

*If no one can understand what you are talking about, you will only be **talking to the wind**.*

(哥林多前書：十四9, CEV)

How to Present

口語、Verbal Expression

表情、Facial Expression

肢體、Body Expression

『真 True、善 Goodness、美 Beauty』

How to Present

避免『說教』、『自誇』、『得意』

知識是叫人自高自大、
惟有愛心能造就人。

*Knowledge makes us proud of ourselves,
while love makes us helpful to others.*

(哥林多前書：八1, CEV)

How to Present

『緊張』的時候，記得…

適度的緊張是正常的

試著找到你的『錨、Comfort Anchor』

不要追求『完美』、要追求『溝通』

做自己、『Be Yourself』

How to Present

*It's our opportunity to **Demonstrate...***

*God's **True, Goodness, and Beauty** through us*

簡報是為了『**生命見證**』

『簡報、Presentation』

Why? Service! 『愛心服事』

Whom? Reach Out! 『建立橋樑』

What? Share Benefit! 『分享益處』

How? Demonstrate Christ in Us! 『生命見證』

簡單的實習：自我介紹

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Why? Who? What? How?

Questions and Discussions



回應問題的小技巧

“React physically”

Turn toward the person. Lean forward.

Nod your head in response,

Keep looking the person in the eyes.

“Request more information”

Ask a question which seeks clarification

or additional details.

回應問題的小技巧

*“Remain silent
when someone is speaking”*

*Don't interrupt and
don't finish sentences for people.*

*“Refrain from concentrating
on your answer”*

*It make you impatient to speak
and you are not truly listening.*

回應問題的小技巧

*“Express your encouragement
and appreciation”*

*For what the other person
has been sharing.*