

Critical Thinking & Problem Solving

Dr. Bektash Berdiev

Useful and Effective Skills for Problem Solving

#1 Fear

- ▶ Feared More Than Death!
- ▶ THE FACTS: Shaky hands, blushing cheeks, memory loss, nausea, and knocking knees
- ▶ NORMAL!



Causes of the Anxiety

- ▶ Fear of the Unknown OR Loss of Control
- ▶ Fight or Flight Mode
- ▶ No Backup Plan
- ▶ No Enthusiasm For Subject
- ▶ Focus of Attention

Definitions

Presentation

- ▶ “Something set forth to an audience for the attention of the mind “

Effective

- ▶ “...producing a desired result”

Source: <http://www.merriam-webster.com>

Effective Presentations

- ▶ Control Anxiety - Don't Fight It
- ▶ Audience Centered
- ▶ Accomplishes Objective
- ▶ Fun For Audience
- ▶ Fun For You
- ▶ Conducted Within Time Frame

Why Give A Presentation?

Two Main Purposes

1. Inform
2. Persuade
3. Educate

Planning

Planning Your Presentation

1. Determine Purpose
2. Assess Your Audience
 - ▶ “Success depends on your ability to reach your audience.”
 - ▶ Size
 - ▶ Demographics
 - ▶ Knowledge Level
 - ▶ Motivation

Planning A Presentation

3. Plan Space

- ▶ Number of Seats
- ▶ Seating Arrangement
- ▶ Audio/Visual Equipment
- ▶ Distracters

4. What Day and Time?

- ▶ Any Day!
- ▶ Morning

More Planning

5. Organization

- ▶ Determine Main Points (2-5)
- ▶ Evidence
- ▶ Transitions
- ▶ Prepare Outline

Organizing Your Presentation

Organizational Patterns

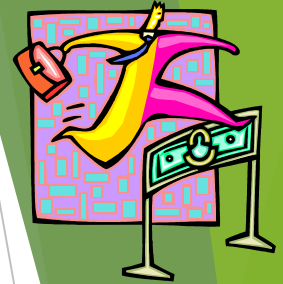
- ▶ Topical
- ▶ Chronological
- ▶ Problem/Solution
- ▶ Cause/Effect

Presentation Outline

- ▶ Keyword Reminders
- ▶ Conversational Flow
- ▶ Flexibility
- ▶ More Responsive to Audience

The Presentation Sequence

#1: Build Rapport



- ▶ ... relation marked by harmony or affinity
 - ▶ Audience members who trust you and feel that you care
- ▶ Start Before You Begin
 - ▶ Mingle; Learn Names
 - ▶ Opportunity to reinforce or correct audience assessment
 - ▶ Good First Impression
- ▶ People Listen To People They Like



#2: Opening Your Presentation

- ▶ Introduce Yourself - Why Should They Listen
- ▶ Get Attention, Build More Rapport, Introduce Topic
 - ▶ Humor
 - ▶ Short Story
 - ▶ Starling Statistic
 - ▶ Make Audience Think
 - ▶ Invite Participation
- ▶ Get Audience Response

#2...Completing the Opening

- ▶ Clearly Defining Topic
- ▶ If Informative...
 - ▶ Clear parameters for content within time
- ▶ If Persuasive...
 - ▶ What's the problem
 - ▶ Who cares
 - ▶ What's the solution
- ▶ Overview



#3: Presenting Main Points (Solution)

- ▶ Main Point-Transition-Main Point-Transition-MainPoint.....
- ▶ Supporting Evidence
- ▶ Examples
- ▶ Feedback & Questions From Audience
- ▶ **Attention to, and Focus on, Audience (Listening)**

#4: Concluding Your Presentation

Goal

- ▶ Inform audience that you're about to close
- ▶ Summarize main points
- ▶ Something to remember or call-to-action
- ▶ Answer questions

“Tell ‘em What You Told ‘em.”

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central text. The overall aesthetic is clean and modern.

Effective Presentation Techniques

Presentation Style

3 Elements

1. Vocal Techniques

- ▶ Loudness
- ▶ Pitch
- ▶ Rate
- ▶ Pause

- ▶ Deviations From the Norm for Emphasis

Presentation Style (con't)

3 Elements

2. Body Language

- Eye Contact, Gestures, Posture

3. Use of Space

- Can Everyone See You?
- Movement

Common Problems

- ▶ Verbal fillers
 - ▶ “Um”, “uh”, “like”
 - ▶ Any unrelated word or phrase
- ▶ Swaying, rocking, and pacing
- ▶ Hands in pockets
- ▶ Lip smacking
- ▶ Fidgeting
- ▶ Failure to be audience-centered

5 Presentation Tips

1. Smile
2. Breathe
3. Water
4. Notes
5. Finish On Or Under Time

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the left and right sides of the slide, framing the central white area.

Creating Effective Visual Aids

Visual Aids

- ▶ Enhance Understanding
- ▶ Add Variety
- ▶ Support Claims
- ▶ Lasting Impact

Used Poorly...A Distraction...Ineffective Presentation

Visual Aids - Examples

- PowerPoint Slides
- Overhead Trans
- Graphs/Charts
- Pictures
- Films/Video
- Flip Charts
- Sketches

Visual Aids Should...

- ▶ Supplement presentation
- ▶ Outline of main points
- ▶ Serve audience's needs, not speaker's
- ▶ Simple and clear

Main Point 1: The Purpose of Using Visual Aids

- ▶ Visual aids support your ideas and improve audience comprehension of your presentation
- ▶ Visual aids add variety to your presentation by giving the audience a break from listening and letting them see something
- ▶ Visual aids help illustrate complex ideas or concepts and are helpful in reinforcing your ideas

Visual Aids

- Improve comprehension
- Add variety
- Illustrate complex ideas

Be Visible

- ▶ Titles should be 38-44 pt. font size
- ▶ Text should be 28 pt font size
- ▶ Use color wisely
 - ▶ Contrasting colors

Reference and sources

1. Critical Thinking and Problem Solving: Advanced Strategies and Reasoning Skills to Increase Your Decision Making. A System... by Carl Patterson, Chris del Camino
2. Critical Thinking and Problem Solving: Advanced Strategies and Reasoning Skills to Increase Your Decision Making. A Systematic Approach to Master Logic, Avoid Mistakes and Be a Creative Problem Solver by Carl Patterson, Chris del Camino
3. Thinking Skills: Critical Thinking and Problem Solving by John Butterworth and Geoff Thwaites | Apr 18, 2013
4. Critical Thinking: How to Improve Your Critical Thinking Skills, Problem Solving Skills, and Avoid the 25 Cognitive Biases in Decision-Making by Scott Lovell and Timothy Burke
5. Beginners Guide to Critical Thinking and Problem Solving: Become a Better Critical Thinker & Problem Solver, by Using Secret Tools & Techniques that Will .! by Pamela Hughes, Samantha Novak, et al.
6. Understanding A3 Thinking: A Critical Component of Toyota's PDCA Management System by Durward K. Sobek II and Art Smalley | Mar 7, 2008