



# Outcomes

- Identify the features of effective presentations
- Structure a presentation appropriately
- Recognise how to deliver a presentation effectively

Task: Think about presentations you've seen. What were the elements of both good and poor presentations?

<b>Poor presentation</b>	<b>Good presentation</b>

Task: Think about presentations you've seen. What were the elements of both good and poor presentations?

Poor presentation	Good presentation
	<ul style="list-style-type: none"><li>• Well prepared in advance</li><li>• Clear structure</li><li>• Relevant</li><li>• Concise</li><li>• Introduce self (and group)</li><li>• Set out the aims</li><li>• Presenter is clean &amp; smart</li><li>• Speak clearly &amp; with enthusiasm</li><li>• Appear confident</li><li>• Eye contact, smile</li><li>• Stand straight, comfortable</li><li>• Avoid unnecessary detail</li><li>• Clear, high quality visuals</li></ul>

# Presentation Structure

- Title slide: Title + name
- Overview / Introduction
- Main body
- Conclusion
- References



# Starting the presentation

- @ Greet audience
- @ Introduce yourself
- @ Aims
- @ Overview (main headings / sections)
- @ Questions at the end

“Hello, my name is Katharine and today I’m going to talk to you about

....

“First I will ....

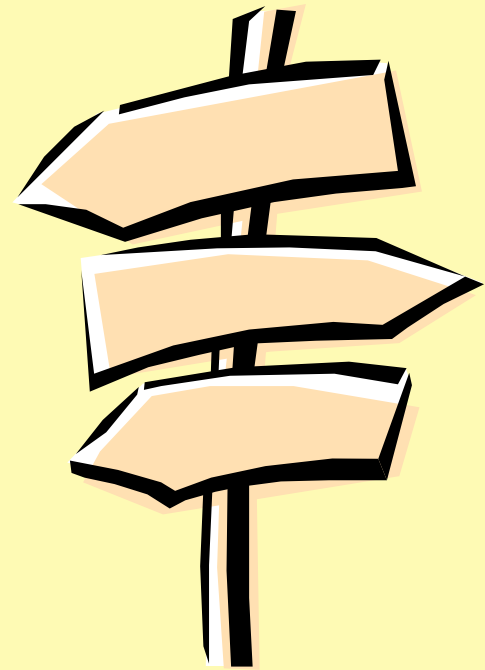
“then I will move on to ...

“... and finally I will discuss ...

“There will be opportunity to ask questions at the end

# Main Body: Signposting

- ④ Announce each section
- ④ Use headings
- ④ Signal new section coming
- ④ Ensure each section relates to your aims



# Conclusion

- ④ Summary
- ④ Recommendations
- ④ References
- ④ Thanks for listening
- ④ Q & As



# Questions: 3 styles

1) The straight question: why?

2) More information...

Can you go into more detail?

Can you say a little more about that?

Can you give us some examples?

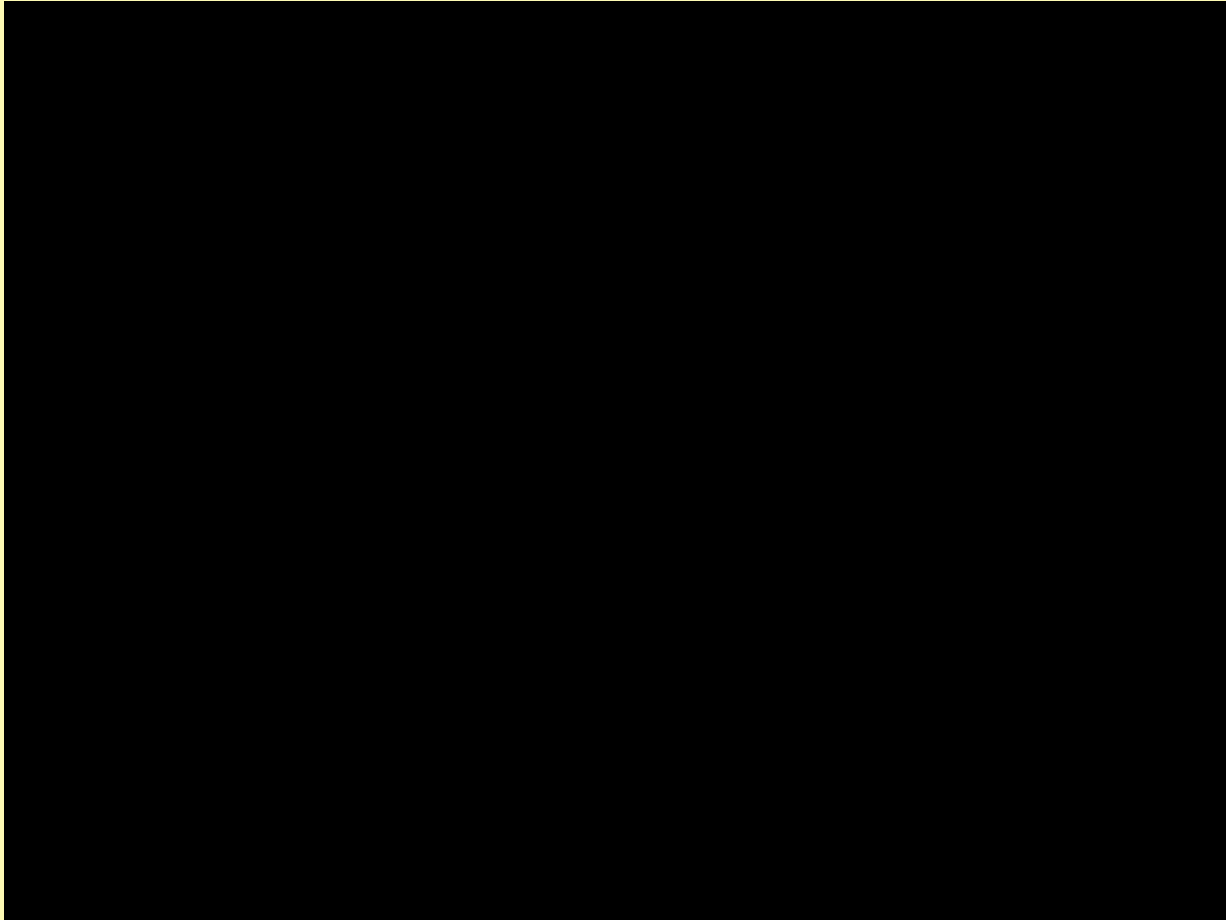
3) 'I don't understand'...

Can you explain that again?

Can you go over that part again?

Can you run through that again?

# Using Powerpoint 😊

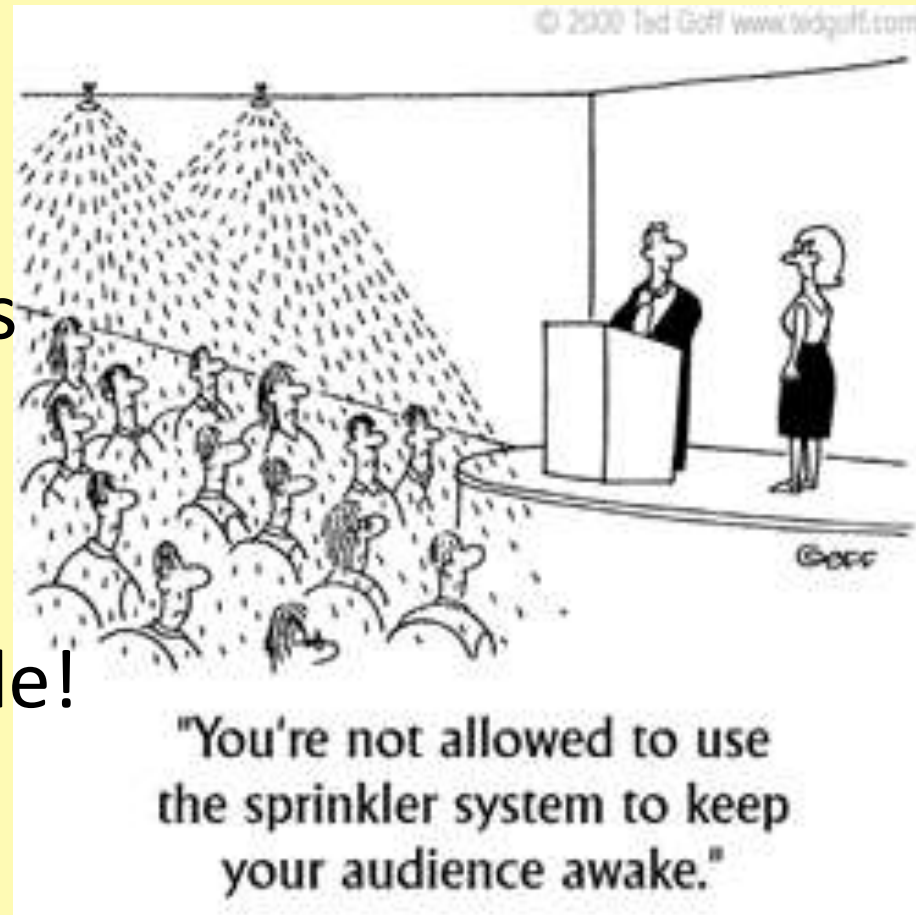


Don McMillan: Life after death by powerpoint

Available at: <https://www.youtube.com/watch?v=MjcO2ExtHso>

# Using Powerpoint

- @ 1 slide per minute
- @ 6 bullet points per slide
- @ Font size = 24 or larger
- @ Key words, not sentences
- @ Do not write too much
- @ Do not read from the slide!





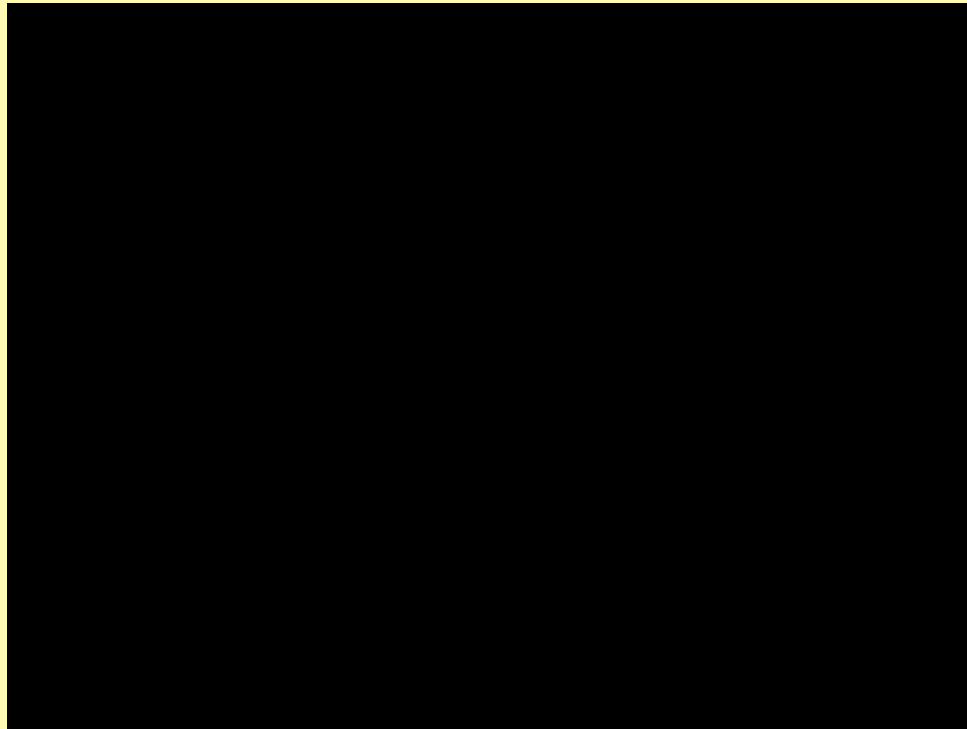
# Visuals should be

- Ⓢ Appropriate / Relevant
- Ⓢ Simple & bold
- Ⓢ Big enough to see
- Ⓢ High quality



# Delivery

**Watch the presentation and complete the feedback sheet:**



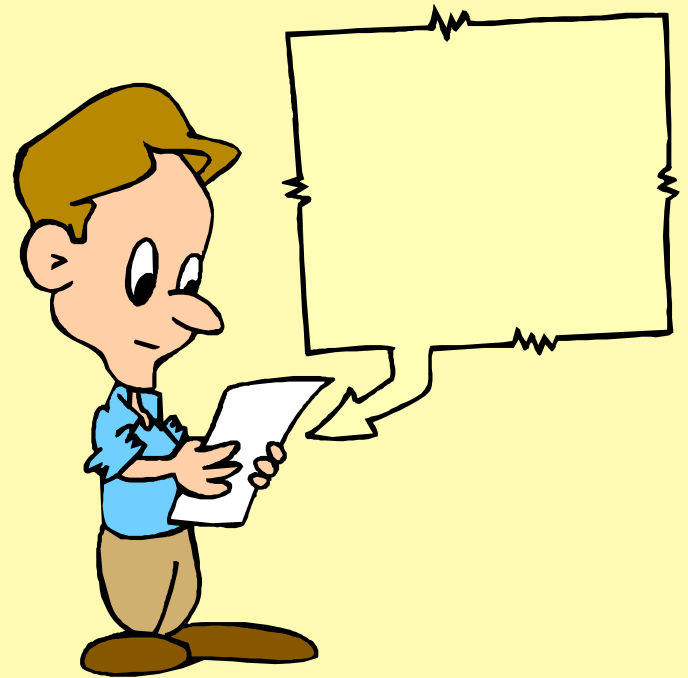
# Your Delivery: Do...



- Speak naturally
- Speak clearly
- Face your audience
- Use prompts:
  - ✓ small cards
  - ✓ slide print-outs

# Don't...

- Don't read from your papers
- Don't read from the slides
- Don't speak too fast
- Don't speak too quietly





# Non-verbal Communication in Presentations

- Face the audience
- Stand up straight
- Facial Expressions – smile!
- Make eye contact
- Gestures
- Appearance



# Managing anxiety



- Practise, practise, practise
- Make a checklist
- Arrive early
- Breathe, slowly, deeply
- Notice simple physical sensations such as your breathing, your feet on the floor, the air on your skin, etc.
- Pause, slow down, smile, relax
- Visualise success, ease, control, calm

# Further resources:

- The academic skills resource on Unilearn has links to a range of additional resources for further advice and guidance

[https://unilearn.hud.ac.uk/webapps/portal/frameset.jsp?tab\\_group\\_id=31&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D46191%26url%3D](https://unilearn.hud.ac.uk/webapps/portal/frameset.jsp?tab_group_id=31&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D46191%26url%3D)



# Let's practise

Choose one of the following topics (or choose one of your own):

- What's good about studying at UCO.
- Why I chose this course.
- Studying at university level.

Prepare a 5 minute presentation to deliver to a small group of your peers (15 minutes preparation time)

Give feedback on each others' presentations.