Presentation Skills
Preparing to Present

Knowledge Check

Activity:

Write down everything that you think you need to know about creating and delivering a presentation
Presentation Skills

The aim of this presentation is to cover:

- Preparing to Present
- PowerPoint Presentations
- Presentation Delivery
- Prompts
- Interactivity and Audience Participation
- Audiovisual Aids and Handouts
What do we mean by an *effective presentation*?

- An effective presentation is interesting and useful.
- An effective presentation allows you to meet your objectives.
- An effective presentation is enjoyable and memorable.
Preparing to Present
How to create an effective presentation

- Careful planning and preparation
- Good time management
- Relevant and interesting content
- Clear structure
- Good communication skills
- Appropriate use of technologies
- Clear supporting documentation
- Suitable audience participation

(Chivers and Shoolbred, 2007, p.20-21)
Preparing to Present
Careful planning and preparation

What is the reason for the presentation?
What are the aims and objectives of the presentation?
Who are the audience?
How much time have you got?
What resources do you need to present?
When do you want questions?

Is it assessed?
How interactive will it be?
What are you planning in terms of audience participation?
Preparing to Present
Good Time Management

Planning and Preparation

Researching your topic

Learning and understanding any new knowledge

Creating your presentation

Creating any audio-visual aids or handouts

Rehearsal time

Time to edit

Presentation Delivery

'It is usually better to deliver less content at a reasonable pace, then too much content faster' (Chivers and Shoolbred, 2007, p.22)

Consider time spend on audio-visual aids and handouts, as well as time for audience participation

Remember that if you overrun you maybe asked to stop even if you have not finished presenting

Rehearsing and editing/expanding information is key
Using PowerPoint

Select a theme
Consider layout
Use a clear font
Have a consistent style
Use titles, headings, subheadings and paragraphs where applicable
Presentation Delivery

The Self-fulfilling Prophecy

Pygmalion Effect

Golem Effect
Presentation Delivery

Individual Presentation

Can you define the presentation type?

Group Presentation

What do you think are the main similarities and differences between the two?

What do you think the main advantages and disadvantages are?
# Presentation Delivery

## Individual Presentation
- Show your knowledge
- Grow in confidence
- Gain new skills

## Group Presentation
- Share the work load / One member of the group is left to do all the work
- Draw on each members abilities / One member of the group takes over
- Variety in speaker – keeps the audience engaged / Members of the group shy away from talking
- Display good team work / Shows poor team work

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[University of Suffolk]
Human beings tend to remember what they see more readily than what they hear" (Van Emden and Becker, 2004, p.34)

Audio-visual Aids and Handout Check List
Consider the following in relation to the readability of your audio-visual aids and handouts

- Visibility
  Can your audio-visual aids and handouts be easily seen?

- Font Size and Style
  Is the font clear and easy to read?

- Language
  Have you used language which is easily understandable or subject specific?

- Visuals
  Do the visuals used illustrate the same point as your text?

- Background
  Is the background too distracting? Does it make the text difficult to read?
Audio-visual Aids and Handouts

Visibility: "Everyone in the audience must be able to see everything you show" (Van Emden and Becker, 2004, p.38)

To Consider:

Do you have enough handouts for the audience? – Are they a suitable size? Are images printed in colour?

Can the projection be seen from all areas of the room? - Do you need to change the lighting? Can the seating arrangement be changed?

Can the audio be heard easily? - This could be your voice or a video/sound clip used
Audio-visual Aids and Handouts
Examples of Audio-visual Aids and Handouts

Paper Handouts
Flip Chart
Videos
Props or Artefacts
Projected Presentation
Black or White Boards
Audio-visual Aids and Handouts

- Difficult to read font
- Overly complex use of language – not to the point
- Image does not directly relate to the topic
- Busy background

How to bake a cake

How to bake an item of soft sweet food made from a mixture of flour, fat, eggs, sugar, and other ingredients, baked and sometimes iced or decorated.

- Clear and easy to read font
- Easy to understand language – to the point
- Image relates directly to topic
- Subtle background
Interactivity and Audience Participation

How will you involve your audience?

At what point will you involve your audience?

Activity:

Write down all the ways that interactivity and audience participation have been used within this presentation so far.

https://en-gb.padlet.com/

https://kahoot.it/
Presentation Check List

Have you rehearsed your presentation?
Have you given your presentation a trial run to a friend or colleague?
Have you checked your facts?
Have you done a grammar/spelling check?
Have you thought about where to breathe?

Have you checked that your presentation runs to the time allotted?
Have you prepared any prompts?
Have you prepared any visual aids that you may need?
Presentation Skills

The aims of this presentation were to cover:

- Preparing to Present
- PowerPoint Presentations
- Presentation Delivery
- Prompts
- Interactivity and Audience Participation
- Audiovisual Aids and Handouts
References


