

# GIVING PRESENTATIONS

Giving presentations is one of the skills employers expect graduates to have.

## ➤ Preparing your presentation

There are 8 stages to preparing a presentation

### **1.Objectives**

- Why are you giving this talk?
- Who will you be talking to?
- How much do they know about the subject already? How much do they need to know?

### **2.Limitations**

- How long have you got?
- Do you have to follow a certain format?
- Where will you be giving your presentation?

### **3.Main points**

- Decide on your main points: no more than three points in a ten-minute talk.
- Is there a logical connection between these points?
- What evidence can you produce to support your points and make your case clear?

### **4.Beginning**

- Briefly introduce yourself
- Let them know if you are going to take questions as you proceed or at the end.
- You may want to give an outline of the structure of your talk, so the audience know where it is going
- You'll need to gain the audience's attention, so think carefully how you will introduce your topic -for example you could start with an anecdote, a question or some contradictory statements.

### **5.Middle**

- Prepare your talk so you lead the audience through your main points in a logical and interesting way. Where they are appropriate, you could plan to use examples, anecdotes, charts, diagrams, handouts, .....

### **6.End**

- Summarise what you have said.
- Make your conclusion

### **7.And then....**

When you have written your presentation, look it over carefully, from the viewpoint of your intended audience.

- Does it meet the objectives?
- Is the structure as logical as can be?
- Is the content right for the audience?
- Is it too long?

## **8. Visuals**

- Prepare your visuals (powerpoint or openoffice slides..)
- Make sure they are clear and that any text is big enough.

## ➤ **Practice your presentation**

You need to do five things before you actually give your presentation

### **1. Practice**

- Practice giving your presentation on your own: get used to the sound of your voice, check the timing, check if there are any problems left
- When happy with it, try the presentation out on a friend

### **2. Visuals**

- Are your visuals effective? practice using the visuals: talking to the audience, not to the screen, combining giving your talk with changing the slides.

### **3. Script**

- Write key words, facts on index card (or paper). Make sure the writing is large enough to read at a glance and take care to keep the cards in sequence.

### **4. Space**

- Arrive in good time. Spend a few minutes getting familiar with the room and any audio-visual equipment you'll be using. Allow yourself to get comfortable in the space.

## ➤ **Giving your presentation**

There are four things to remember during your presentation

### **1. Presence**

- As you get up to give your presentation , make a conscious effort to stand tall, take a deep breath and look as if you 're going to enjoy being there.

### **2. Eye contact**

- Make eye contact with people in your audience in a friendly way. People respond much better when they think you're talking to them.

### **3. Voice**

- Speak slowly and clearly
- Speak loud enough so everyone can hear
- Remember to breathe slowly and deeply.

### **4. Body language**

- Stand rather than sit. Be careful not to stand in front of the screen.
- Avoid nervous gestures and movements.
- Keep your hands out of your pockets and away from your face. If you ignore your hands they will do what they normally do -match your voice to provide emphasis for important words.