

## PART 1: Overview

### A. Organise your material

This is the research you've completed and formatted using MS Word

### B. Think about & choose the main points to want to present

Using MS PowerPoint

- one slide per point,
- MINIMAL text and
- MAXIMUM images
- Bullet points only
  - Slides don't need to make sense on their own
  - YOU will present the material to ensure we understand it!

### REMEMBER MS PowerPoint is only an aid

MS PowerPoint is an **aid** to YOU presenting YOUR findings

- The slides might not make sense alone
- YOU, the presenter, should be a necessary part of the presentation
- Make it visually **interesting**
  - use **animations** and
  - experiment with the **Start** times of these animations
    - i.e. maybe an image will exit while at the same time another image is entering the slide
    - maybe you'll link into a 5 second interesting clip

### C. Managing your Presentation Notes

Few people are able to give a presentation without notes (cue cards)

- can just be a page with tips/reminders/words
- are **ONLY** for your eyes

## D. Present!!

Now, it's over to YOU

- Introduce yourself
- Introduce your topic
- Have you something interesting to start off with, possibly:
  - A surprising fact?
  - Get our (audience) initial viewpoint, maybe with a view to asking the same at the end and see if perspectives have changed?
    - A yes/no question
    - A hands up if you agree/disagree
    - A “sit down if you agree/disagree”
  - A shock image?
  - A map?
  - Something of immediate relevance to us?
- Try keep to discussing **one topic** per slide
- Have you a **call to action**?
  - Is there something you clearly would like to tell us, the audience? A role we can play/an action we can do after we leave your talk?
- Don't forget to finish up with a “Thank You” and “Any Questions” slide

## PART 2: Tips on presenting

### 1. Common sense:

- arrive early
- breath
  - slow it down! Helps reduce nervousness.
- be human!!
  - have feeling,
  - engage audience,
  - talk about YOUR experience, or
  - put the message into practical, **relatable** terms



### 2. Don't Try to Cover Too Much Material.

Yes, your presentations should be full of useful, insightful, and actionable information, but that doesn't mean you should try to condense a vast and complex topic into a 5-minute presentation.

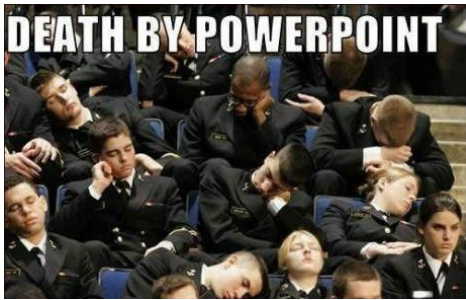
Knowing

- **what to include AND**
- **what to leave out,**

is crucial to the success of a good presentation



### 3. Actively Engage us, the audience!

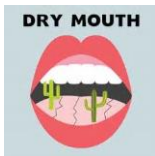


What about us?

- what do **we** think about your issue
- **Ask us** questions/opinions/yes or no
- welcome our **participation**

This also makes you, the presenter, seem much more relatable.

### 4. Drink Water.



Keep a bottle of water at arm's reach while presenting in case you get dry mouth while chatting up a storm.

### 5. Understanding blank faces



When you have a standard conversation - you normally get **nods, smiles, agreements** back from the listener

However, when we speak to a group ALL that can change.

→we are left struggling with critical thoughts about our performance.

But blank faces are **normal** in audience - they are just listening faces!!!



## 6. Language

1. use appropriate words
2. if you need to use complex words new to you or us: write them down and rehearse them
3. rehearse , rehearse rehearse...

Beginners practice until they get it right

Experts practice until they can't get it wrong

## 7. Be enthusiastic about your topic and relatable

Keep it relatable/relevant to us. Personalise it

Can you include some examples for us to relate your topic

- to SETU?
- to our geographical location?
- to students?
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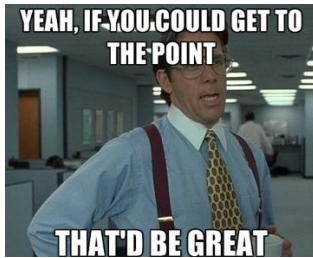
## 8. Be observant of your audience.

Re-engage us by:

- asking questions,
- physically moving (away from the front/computer/mouse/to the back of the room)
- ask for their (audience) own relevant experiences etc.

If people know that they might get called on, they're more likely to stay alert 😊

## 9. Keep your message simple and to the point



Concentrate on your core message and get to the point as quickly as possible.

## 10. Smile and make eye contact with your audience

Are you staring/reading your presentation off your page/the screen?



- Look up!!
- Smile!! But maybe not like him

## Supplementary Material

### Example 1.

<https://www.youtube.com/watch?v=BmEiZadVNWY&feature=youtu.be>

How to present to keep your audience's attention | Mark Robinson | TEDxEindhoven

### Example 2. Have a look at the **Pecha Kucha** method of presenting

- ZERO text and ALL images, with presentations timed to move on after 20 seconds

