In today’s lecture we discussed what makes a good presentation and the most significant part to me was structuring and planning. This is key in all things not just work, good planning can make everything efficient, we learnt that a good ten-minute presentation can be broken up into one-to-two-minute blocks, approximately seventy percent of the presentation should be the main body.

Stress should be a small worry as the listeners want you to succeed, they will sympathise at a mistake, however this does not mean you purposefully offend your audience, you can do this by avoiding vulgar and inappropriate humour, weak jokes and appearing to be bored. If you are not engaged in your own work, you cannot expect the audience to also be engaged in the work. A key part to a good presentation is speaking clearly, and any slideshow with your presentation compliments your work, furthermore, all visual materials need to be visible by all.

Visible visual material is also significant in report writing as well, it clearly demonstrates what you are talking about and can also deliver information you don’t need to repeat as it has already been said by the image.

When planning for a presentation with a time limit you should prepare with less time than given as this will guarantee safety and success, however, if you do happen to run out of time or come near to the end, you must state your most important points or try to conclude your presentation. This is also relevant in other situations, for example, essay writing with a time limit.

The final stage of planning is just to keep rehearsing, as the more you rehearse the more confidence you will have about your presentation, this is the same idea as revision. The more you rehearse the more you will also know your content, this will make you appear relaxed in front of your audience.