

The art and science of an effective presentation

Identify presentation skills and practices

- ▶ **Video:** Proven presentation tips
5 min
- 📋 **Practice Quiz:** Self-Reflection: Examples of great presentations
1 question
- 📖 **Reading:** Guide: Sharing data findings in presentations
10 min
- 📖 **Reading:** Learning Log: Evaluate your presentation
20 min
- ▶ **Video:** Present like a pro
4 min
- 🗣️ **Discussion Prompt:** Presentation debrief
10 min
- 📋 **Practice Quiz:** Test your knowledge on presentation skills and practices
3 questions

Caveats and limitations to data

Listen, respond, and include

Weekly challenge 4

Course wrap-up

Learning Log: Evaluate your presentation



Overview

Earlier in this course, you practiced creating, giving, and evaluating your own presentation for the [Hands-on Activity: Presenting practice](#) [↗](#). Now, you'll complete an entry in your learning log revisiting that presentation and reflecting on how much your presentation skills have developed so far. By the time you complete this activity, you will have more experience presenting, evaluating, and receiving and applying presentation feedback. This will help you prepare for future presentations as a data analyst.

Take two: Revisit your presentation

For the hands-on activity, you recorded yourself presenting a data visualization dashboard that you created. You then evaluated your work. Now that you have more knowledge and practice under your belt, it's time to try again!

- Re-record your presentation with the information you've learned during this course. Keep it as concise as possible so you can compare it to your previous version.
- Share the presentation with someone you know who might not be familiar with data analysis. Keep them in mind while you record your presentation, as it should be as simple and accessible as possible.
- Ask them for their feedback. Did they find it engaging? Did they truly understand the concept that you explained?
- If it would be helpful to receive feedback in a formal way, print out the checklist you used last time (provided below) and give it to your audience.

Presentation Evaluation Checklist:

- Do I use an attention-grabbing opening?
- Do I start with broad ideas and later talk about specific details?
- Do I speak in short sentences?
- Do I pause for five seconds after showing a data visualization?
- Do I pause intentionally at certain points?
- Do I keep the pitch of my sentences level?
- Do I stand still and move with purpose?
- Do I have good posture?
- Do I look at my audience (or camera) while speaking?
- Do I keep my message concise?
- Do I end by explaining to my audience why the data analysis matters?

Now, do the same for your **slide deck**:

- Do I include a good title and subtitle that describe what I'm about to present?
- Do I include the date of my presentation or the date when my slideshow was last updated?
- Does my font size let the audience easily read my slides?
- Do I showcase what business metrics I used?
- Do I include effective visuals (like charts and graphs)?

Once you have finished revising, recording, and sharing your presentation again, you'll have a chance to reflect on your experience in the learning log template linked below.



Access your learning log

To use the template for this course item, click the link below and select "Use Template."

Link to learning log template: [Evaluate your presentation](#) [↗](#)

OR

If you don't have a Google account, you can download the template directly from the attachment below.



Learning Log Template_ Evaluate your presentation
DOCX File



Reflection

Now that you've finished rerecording your presentation and receiving feedback, take a moment to reflect on the process you just completed. In your learning log template, write 2-3 sentences (40-60 words) in response to each question below:

- What was your experience recording this presentation?
- How does this presentation experience differ from the last one you recorded? How does it differ from other presentations you delivered in the past?
- Did the feedback you received help you understand which skills you improved on? Did it help you realize which skills you still need to work on?

When you've finished your entry in the learning log template, make sure to save the document so your response is somewhere accessible. This will help you continue applying data analysis to your everyday life. You will also be able to track your progress and growth as a data analyst.

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