



#### You should:

- Be doing readings
- Have created and shared your e-Folio folder
  - Be up-to-date on e-Folio tasks
- Have read and understood Assignment 1
  - Chosen your assignment 1 article
  - Registered your chosen article on Moodle

### Did you read the ePub for week 4



- A. Yes, It was good.
- B. Yes, It was bad
- C. No, I had technical difficulties
- D. No, I did not get around to it.

### Have you chosen your Assignment 2 article?

- A. Yes, and registered on moodle
- B. Yes, but I haven't registered my article
- c. I'm still deciding
- D. I haven't started looking yet
- E. I haven't even read the assignment yet!

### **Last Week's Lecture**



- What is research?
- Finding information
  - Databases
- Working with information
  - Characteristics
  - Sources



- Citations
- References



### **Learning Outcomes**



At the end of this lecture you should be able to

- Describe the preparation required for a good presentation.
- Structure a presentation
- Create good quality visual aids
- Analyse a persons body language
- Describe the importance how voice and language are used in presentations
- Create a presentation of a specified length

#### **Oral Presentations**





### Preparation

- Purpose and context
- Content and structure
- Visual aids

### **Delivery**

- Non-verbal communications
- Voice and language
- Managing timing

#### **Oral Presentations**





### Preparation

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- Content and structure
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### **Delivery**

- Non-verbal communications
- Voice and language
- Managing timing

### **Prepare: Purpose**



- Purpose
- Audience
  - Demographic
  - Predisposition
  - Forum
  - Numbers

#### **Oral Presentations**





### Preparation

- Purpose and context
- Content and structure
- Visual aids

### Delivery

- Non-verbal communications
- Voice and language
- Managing timing

## **Prepare: Content**



- Organise content into a logical structure
  - Build structure around main points
  - Make content interesting
  - Use examples
  - Make presentation easy to follow
    - Tell a story

Content should be tuned to your audience!

### **Prepare: Content**



- Prepare a presentation plan
- Keeps both presenter and audience focused

#### Lecture 1 Intro to Unit

- Introduction
  - Myself (lecturer)
  - Tutors
  - Students
- Things about FIT2003 students need to know
  - Objectives
  - Unit Content
    - Where available
    - Mind Map
    - Text books
  - Lectures
    - Structure/slides/notes
    - Student responsibilities
    - Lecturer responsibities
  - Tutorials
    - 2hr class + 1hr mtg
    - Student responsibilities
    - Assessment of tutorials
  - FIT2003 Assessment
    - Exam
    - eFolio
    - Peerwise

# **Prepare: Structure**



#### Introduction

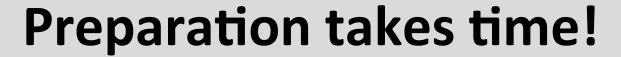
Tell them what you are going to tell them

#### Content

Tell Them

#### Conclusion

Tell them what you told them





### Example timing for 50 min lecture:

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Activity	Time (hrs)
Planning content	2
Generating content	2
Creating visuals	2
(layout, animation)	
Speaking notes	2
Rehearsing	1-2
Total	9-10







### Preparation

- Purpose and context
- Content and structure



Visual aids

### Delivery

- Non-verbal communications
- Voice and language
- Managing timing





- Avoid "Death by Powerpoint"
  - "Life After Death by Powerpoint"
    by Don McMillan

### e-Folio Exercise: Visual Aid Analysis



- Critically analyse the following slide with the people sitting around you.
- Remember to put all of your names on it and take a copy each
- Put it in your efolio



### Lecture Overview: Oral Presentations

- In Oral communications it is **Important** to realize that the majority of the work is not in the delivery but in the preparation. This is similar to on a **Sports** field where the time spent on practice sessions by far exceeds the time spent playing actual games. So prep can be seen as really really really important.
  - Delivery
    - Intrapersonal aspect
    - Non-verbal communications
    - Voice and language
    - Managing Timing

Readings: Eunson Ch 11, 8 Dwyer Ch 15.2





There are different types of presentation tools:

- PowerPoint
- Keynote
- Prezi

## **Using Notes**



- Decide whether to work with notes
  - Software solution
  - Printed notes
  - Cue-cards
  - No notes
- Either way, your delivery must flow

# **Managing Environment**



### Make sure you know and understand:

- AV / presentation equipment
- Lectern (or lack of)
- Microphone
- Lighting
- Managing where to stand
- Manage multiple speakers

Arrive early - rehearse and check equipment

### **Be Prepared and Aware**



- Clothing dress to impress
  - Check appropriateness
- Bring a drink in case your mouth gets dry
- Observe your audience:
  - Before, during breaks and after
- Seek feedback



### **Discuss**



What is the worst presentation that you have ever seen?



#### **Oral Presentations**

### Preparation

- Purpose and context
- Content and structure
- Visual aids



- Non-verbal communications
- Voice and language
- Managing timing

# How anxious do you feel about giving oral presentations?



- A. Very comfortable, I can present to anyone, anytime
- B. It makes me a little anxious, but I can cope
- c. It makes me very anxious
- D. It's terrifying



# The Intrapersonal Aspect

- Acknowledge your feelings:
  - Anxious? Excited?
  - Our feelings can manifest physically
- Preparation is the best remedy
- Amy Cuddy: Power Poses in Moodle

#### **Oral Presentations**



### Preparation

- Purpose and context
- Content and structure
- Visual aids



- Non-verbal communications
- Voice and language
- Managing timing

# **Body Language**



- Stand with a confident, open posture
  - Avoid submissive/closed postures
- Be aware of your body
  - Feet, hips, shoulders, head
- Use hands naturally while speaking
  - Avoid being too wooden, or over-gesticulating

The key is to be in control

### **Eye contact**



"The eye are the window to the soul"

- Important to make eye contact with entire audience
- Dynamic changes based on size of audience

#### **Oral Presentations**



### Preparation

- Purpose and context
- Content and structure
- Visual aids



### Delivery

Non-verbal communications



Voice and language

Managing timing

### Voice



### Control your:

- Volume
- Modulation / intonation

Articulation – speak clearly Speed

### Language



- Language connects to context
  - Level of formality
  - Fluency and range
- Beware of jargon
  - Does your audience understand?

#### **Oral Presentations**



### Preparation

- Purpose and context
- Content and structure
- Visual aids



- Non-verbal communications
- Voice and language
- Managing timing

# **Timing**



- Pay attention to time constraints
- Manage time throughout presentation
  - Leave time for conclusion
- Explain how you will deal with questions
  - During / at end

# e-Folio Activity: Critical analysis of a presentation



#### Watch the following video

- What is the purpose of the presentation
- Describe the structure
- The visual aids used
- Take note of the non-verbal communication
- Analyse the voice and language

The last lecture

### HELP!!!



- ... is available
- 1. The Monash on-line resources
  - Faculty of IT Style Guide Oral Presentations
- 2. Extra presentation notes on Moodle
- 3. See lecturer or tutors in consultation times



# Summary

After this weeks reading, lecture and associated tutorial, you should be able to understand:

- Preparing an oral presentation, including:
  - Context, content and structure
  - Preparation of visual aids

**Delivering** an oral presentation, including:

- Non-verbal communications
- Control of voice and language
- Managing timing

### **Next Week**



# Structured Communication Situations (Meetings and Interviews)