



Lecture 6 – Presentation Skills

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Objectives

- **Assessment strategy for this course**
- **Presentation Preparation**
 - Hints and tips for presenters
- **Today's practical**
 - Microsoft Powerpoint



Assessment Strategy - Tests

- **Week 10 in Autumn and Spring terms**
- **Same time / room(s) as lectures**
 - Unless extra time required - LET ME KNOW IN ADVANCE!
- **No practicals in week 10**
- **Written tests, \approx 20 short questions in 35 minutes**
- **Up to 5% of the total course mark each test**
- **Based on materials from practicals ONLY**
- **NOTE THE TEST IS ON THE LAST DAY OF TERM!**



Assessment Strategy - Assignment

- A report and presentation are required
- Briefing given in week 1 (Jan 16th), Spring term
- Subject is a recommendation on the COTS software to be used by a fictitious organisation
- To be completed by Week 10 of the Spring term
- The report will count for up to 30% of your coursemark, the presentation materials up to 10%
- Some of you may be asked to give the presentation early in the Summer term



Assessment Strategy - Exam

- There will be a 2 hour examination in the summer term
- Counts for up to 50% of your coursemark
- Based largely on materials from the lectures
 - A little from the practicals
- The exam questions will seek to test your understanding of the issues involved in using COTS software
 - Not the “facts” or features of particular packages



Before You Start!

- **Do NOT leap straight into making slides!**
- **There is a lot of preparation to do**
 - But it will make it easier for you
 - And probably save you time in the end
- **Consider the following slides as a checklist**
 - Think about them all before you start



What Is The Objective?

- **What is the objective of the presentation?**
 - Are you giving information (e.g. teaching)
 - Are you trying to persuade someone about something?
 - Are you trying to sell something?
 - Are you trying to get someone to make a decision?
- **Make sure that the presentation achieves the objective**
 - Is the information clear?
 - Is it your central message obvious?
 - Do they know they need to make a decision?



What Is The Subject?

- This may appear to be obvious!
 - But be careful!
 - Read carefully any instructions / requests you have been given
 - If in doubt, check beforehand
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- Consider a project progress report
 - Should it cover the internal problems of the project?
 - Should it cover the implications to other projects?



Who Are The Audience?

- **What is their role?**
 - Are they decision makers? Reviewers? Friends? Enemies?
- **Why are they at the presentation?**
 - Do they want to be there?
- **Are they managerial / technical / financial?**
 - How much detail should you include? What type?
- **Is there a mix of people there?**
 - This makes things more difficult!
- **Will you need to give the presentation more than once?**
 - Possibly to different audiences?



How Long Have You Got?

- How long have you been given for the presentation?
- Do you have (or need) any setup & preparation time?
- Is there any flexibility in the time?
 - If not, and you run late, which parts will you drop?
- Will the audience be able to ask questions?
 - During your presentation?
 - At the end?
- Do you have (or need) any time at the end to tidy up?



What Is The Format?

- **Foils on an Overhead Projector?**
 - Print them out well in time
 - Use the right sort of transparency for your printer
 - If possible, practice first to get them the right way round
- **35mm Slides**
 - Often long lead times for slide production
 - If possible, practice with the projector first
- **Computer Screen (for small groups only)**
 - Can you see the screen as well as the audience?
- **Computer Projector**
 - Is there a PC or will you need a laptop?
 - Projectors differ – it is much better to practise first!



What If It All Goes Wrong?

- **What will you do if (when!) the projector / OHP / computer fails?**
 - Have a spare projector / computer available?
 - Move to a different room?
 - Have a backup set of OHP foils?
 - Draw on a whiteboard?
 - Work from handouts?
 - Reschedule the presentation for another time?



What About Handouts?

- Will the audience expect to have handouts?
- Do you want the audience to have handouts?
- Will you give them out before the presentation or after?
- Will they just be copies of your slides or will you add additional information?
- What about colour and graphics?
 - May not show up well if laser printed
- Do you want to leave space for the audience to make notes?
- What about electronic copies?



What Will You Say?

- Do **NOT** just read out your slides!
- Will you include speaker's notes in the presentation?
 - How will you read the speaker's notes?
- Will you work from a script?
 - How will you read your script? Or will you memorise it?
- Are you going to use prompt cards or notes?
 - Where are you going to keep them?



Hints And Tips – For Slides

- **Do**
 - Organise your slides logically
 - Use a title slide
 - State the objectives
 - Put a summary at the end
 - Keep them consistent
- **Don't**
 - Put too much information on one slide
 - Use lots of different fonts and effects
 - Use unnecessary graphics and clipart
 - Use big tables or complex charts



Hints And Tips – For Speakers

- **Do**
 - Practice
 - Speak clearly
 - (and slowly, if it helps)
 - Face the audience
 - Move about
 - Point with hand open, palm forwards
 - Smile!
- **Don't**
 - Be afraid of silence
 - Mumble
 - Bluff (say “I don’t know”)
 - Ramble (stop and read your notes!)
 - Rush (skip slides rather than rush through them)
 - Panic!



Today's Practical

- **Microsoft Powerpoint**
 - Creating, editing and sorting slides
 - Views
 - Printing slides, handouts and speaker's notes
 - Lines, arrows, boxes
 - Autoshapes
- **There is a lot of material to cover – you may NOT be familiar with all of it**
- **REMEMBER TO SIGN OFF ON THE REGISTRATION SHEET!**