

# HS7-416: Technical Writing

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## Presentations

### Lecture 7

# Organisation of topics

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- Communication skills
- Technical content
- Time management

# Communication skills

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- Being nervous
  - Expected! The more confident the less nervous
  - Speak slowly, take your breath
- Eye contact
- Feedback
- Visual aids: (font size, time per slide, pointing)
- Monotone speech

- Don't read and don't memorise
- It's not a written material (so repeat three times):
  - Give an overview
  - Give details
  - Give summary/conclusion
- Group presentations:

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## Technical content

- coordination: “I’ll now hand over to Aly who will give more detail on the planning of the tests”
- **Answering questions:**
  - Don’t bluff
  - Be honest
  - Take it off-line if the answer can’t be brief

- **Use the prewriting technique:**
  - Define your aims
  - Analyse your audience
  - Find information
  - Generate ideas
  - Make a structure/outline
- **Use slide or notes to remind you of key points**

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## Time management

- **Practice, practice, practice**
- **Have a watch**

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## Checklist 1: Preparation

- how you thought about what the audience needs to know?
- have you prepared notes which will guide you through your content but not prevent you from looking at the audience?
- have you prepared appropriate visual aids to enhance your presentation?
- how you work out what to say about each transparency/slide?
- have you tried out your visual aids?
- have you practised and timed your whole presentation?

## Checklist 2: On the day

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- have you checked the room and the equipment?
- are your notes and transparencies in order?
- do you have a watch?

## Checklist 3: Self-assessment of a presentation

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- did you look at the audience?
- did you feel that your presentation interested them?
- did you communicate your enthusiasm for the subject?
- did you make good use of your visual material?
- did you finish on time without rushing?
- did you say most of what you wanted to say?
- did you answer questions well?
- what would you do differently next time?

## Summary

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- Prepare well
- Know what you're talking about
- Practice
- Don't bluff and be honest