

Session 1: Presenting your Research – TU Delft

A Skills-Based Training Course



Sounds familiar?

The human brain starts working the moment you are born and never stops until you stand up to speak in public.

George Jessel

Contact Information

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Session 1

- ❖ Introductions and activity 'Fifty seconds'
- ❖ Course Outline & Materials & Goals
- ❖ Presenting: Do's and Don'ts
- ❖ Activity: Johari Window Matrix
- ❖ Preparing your Presentation
- ❖ Key Message & Defining your Impact
- ❖ Structure of a presentation
- ❖ Practice Mini-Presentations (unprepared)

Brief Introductions

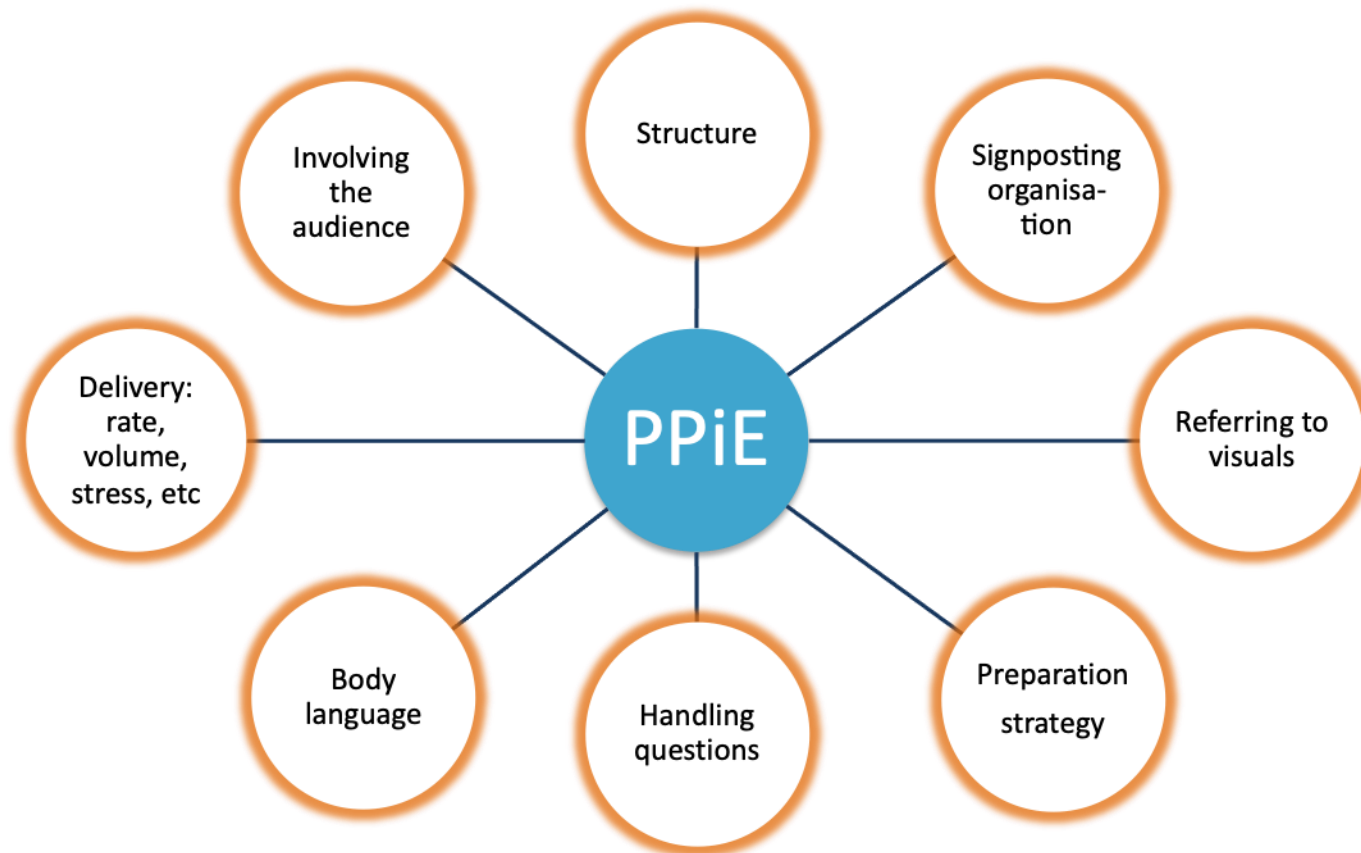
- Trainer introduction
- Participant introductions
 - What is your name?
 - What faculty/field is your research?
 - What is the topic of your PhD research?
[in a few sentences...]
 - How far are you in your research/dissertation?

Activity: Fifty Seconds

- Switching off in pairs [like speed dating], you have 50 seconds to write down as many things you have in common [except physical traits]
- Question at end:
 - Who have the most similarities?

Source: S. Ramdas, M. Sloodman, K. v Oudenhoven-vd Zee. (2019) The VU Mixed Classroom Education Model; Vrije Universiteit Amsterdam

Course Outline



Course Materials

- Course book (Presenting in English)
- Peer feedback forms
- Exercises (ELO)
- PPTs
- Internet links

Your Goals for This Course

- ❖ Present with confidence
- ❖ Effectively present research and results
- ❖ Present clearly and engage the audience
- ❖ Improve structure of presentation

Your previous experiences?

What do you want to improve? Why? Give some examples from presentations you have given.

What do you do well? Why? Give some examples from presentations you have given.

What feedback on your presentations have you received? Does this feedback match your own thoughts about your presentation skills?

What Do You Think?

Do you need to be a born presenter?

What makes someone a good presenter?

What makes someone sound enthusiastic?

What makes a presentation effective?

Do's: What Makes a Good Presenter? -1

- ❖ Leave nothing to chance
- ❖ Know your audience
- ❖ Know exactly how to start
- ❖ Get straight to the point
- ❖ Give a clear structure of presentation
- ❖ Use signposting language
- ❖ Use simple, clear language
- ❖ Use deliberate pauses
- ❖ Be concise
- ❖ Talk *to* your audience
- ❖ Treat your audience as equals

Which of
these are
the most
challenging
to do?

Source: M. Powell. (1996) *Presenting in English*

Do's: What Makes a Good Presenter? -2

- ❖ Speak naturally
- ❖ Use voice (intonation/stress) effectively
- ❖ Make use of rhetorical devices
- ❖ Take your time
- ❖ Use visuals effectively
- ❖ Develop your own style of presenting
- ❖ Sound dynamic and enthusiastic
- ❖ Welcome questions
- ❖ Practise pronunciation of key words
- ❖ Finish strongly: slow down, lower your voice, look at the audience, smile and thank them

And these?

Which are the
most challenging
to achieve?

Source: M. Powell. (1996) *Presenting in English*

Dont's: What Should You Avoid Doing? -1

- ❖ Read out your presentation, or from notes or slides
- ❖ Talk to screen / the computer / your notes
- ❖ Learn everything by heart
- ❖ Rush through everything
- ❖ Fidget
- ❖ Focus on one or two people in the audience only or on one spot on the back wall

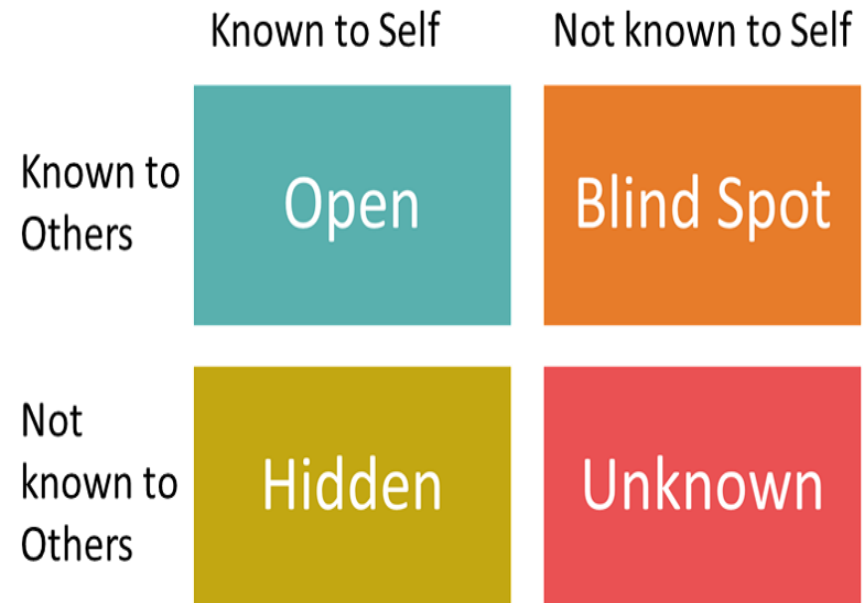
Dont's: What Should You Avoid Doing? -2

- ❖ Compete with your visuals (they support you; not the focus)
- ❖ Stand with crossed arms
- ❖ Speak too quickly / softly
- ❖ Apologise for bad presentation skills and language
- ❖ Give too much information
- ❖ Use non-English terms without translation
- ❖ Signal the conclusion and continue talking

Johari Window Matrix

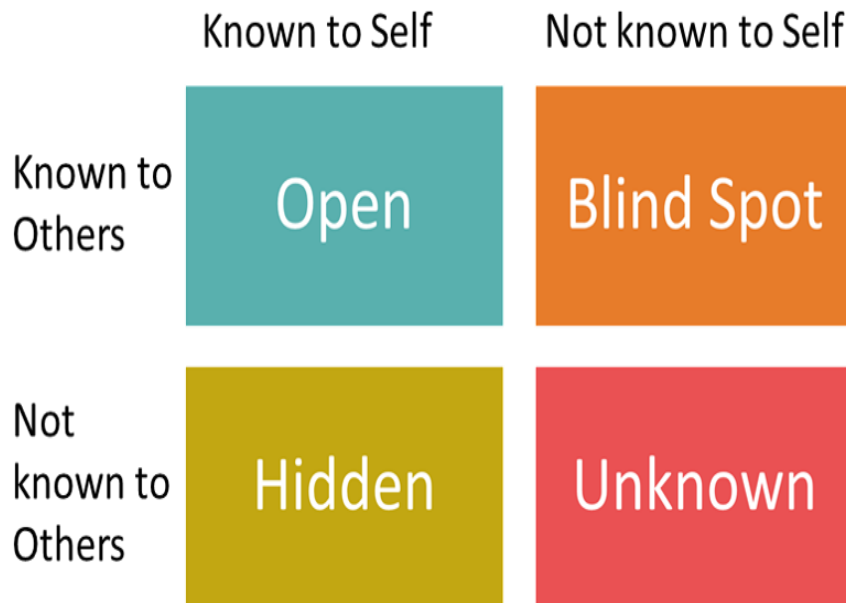
What is it?

- ❖ a psychological tool to help individuals understand themselves & relationship with others
- ❖ Joseph Luft & Harrington Ingham, 1955



More information: [The Johari Window: A Simple \(And Extremely Useful\) Model \(hallettleadership.com\)](http://hallettleadership.com)

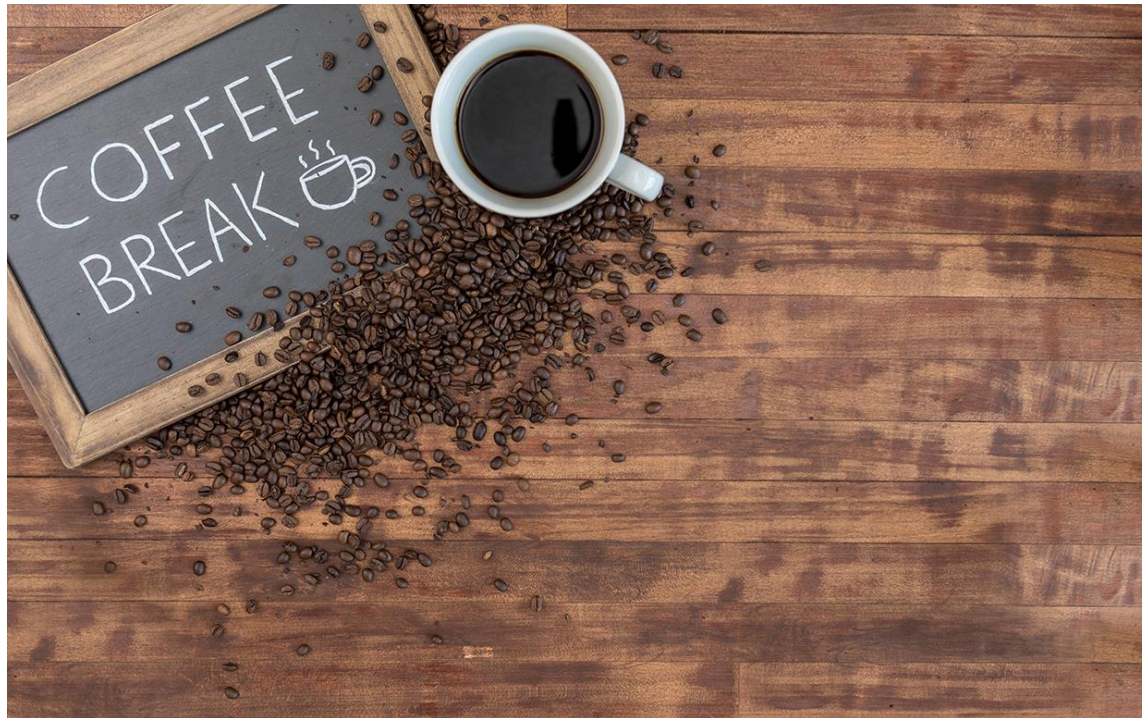
Activity: How we will use the Johari Window Matrix



- ❖ Self-Reflection as a researcher and a presenter
- ❖ Open file 'Johari Window – self-reflection' in session 1
- ❖ Read and fill in what you can in the boxes
- ❖ Update during course

Source: Luft, J., & Ingham, H. (1955). The Johari window: A graphic model of interpersonal awareness. Proceedings of the Western Training Laboratory in Group Development.

Let's take a break!

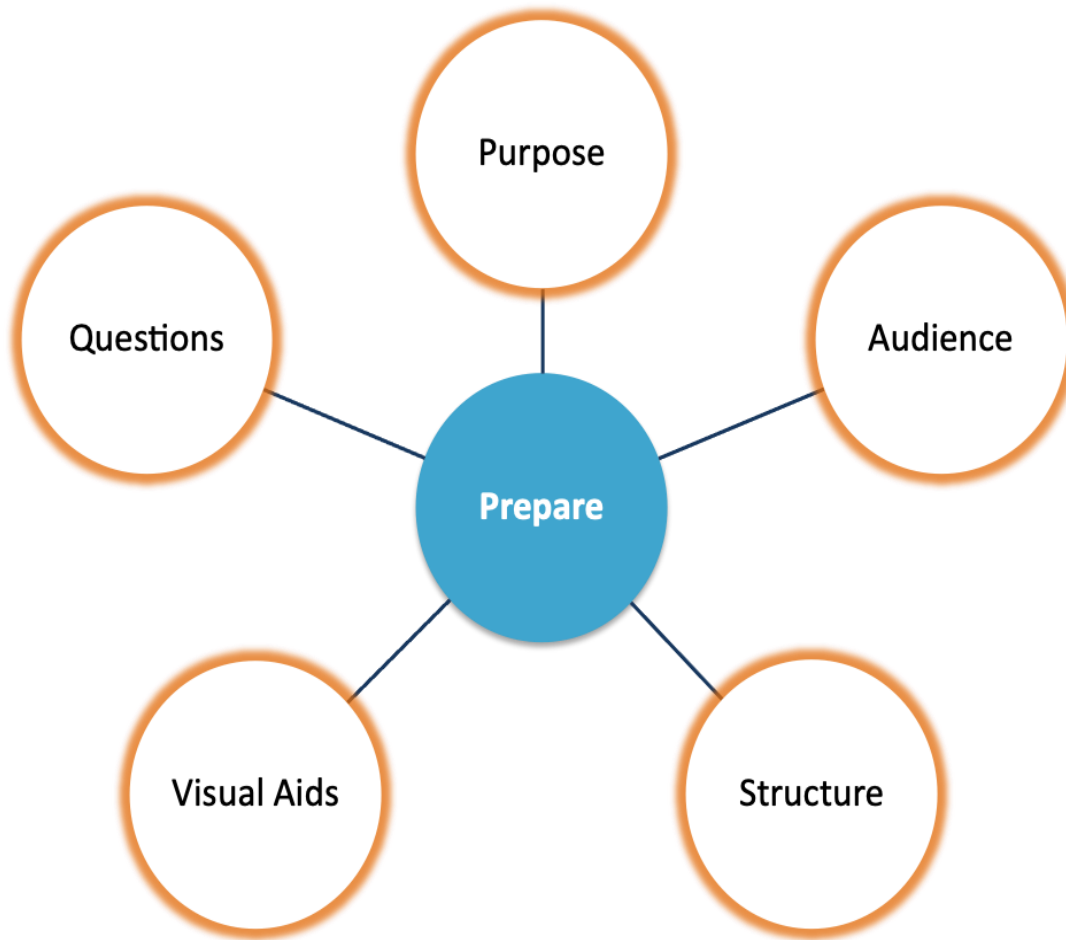


Preparing Your Presentation

It usually takes more than three weeks to prepare a good impromptu speech.

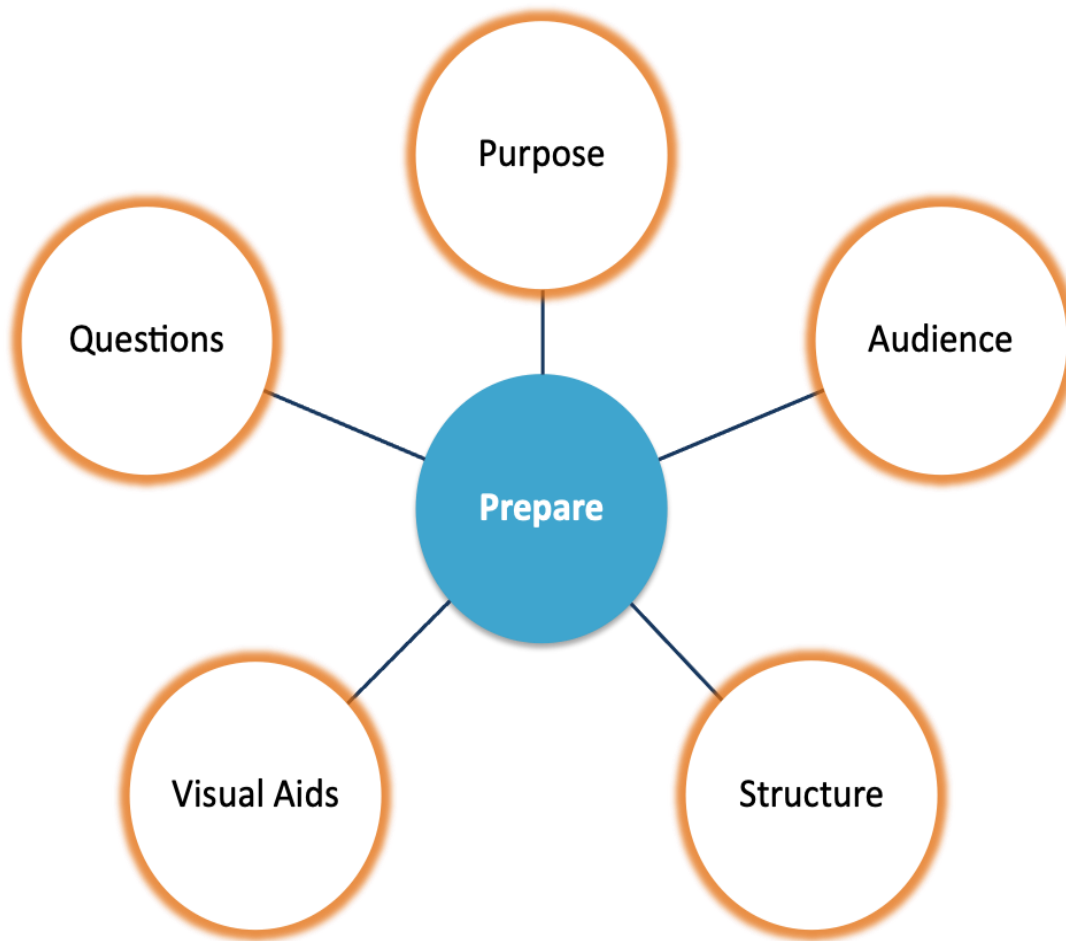
Mark Twain

Preparing a Presentation -1



Why are these points important in preparing a presentation?

Preparing a Presentation -2



Have you ever used an AI tool for a presentation preparation?

If so, how?

Why We Present

Low-hanging fruit:

direct effects of motivating your public or asking them to do something:

- ❖ give feedback on your research
- ❖ fund your research - grant application
- ❖ download a document
- ❖ fill-in a survey, etc.

High-hanging fruit:

longer-term effects - how your public may respond to your message; showing interest in your research:

- ❖ their publication
- ❖ future collaboration
- ❖ a conference presentation
- ❖ influence on policy or practices, etc.

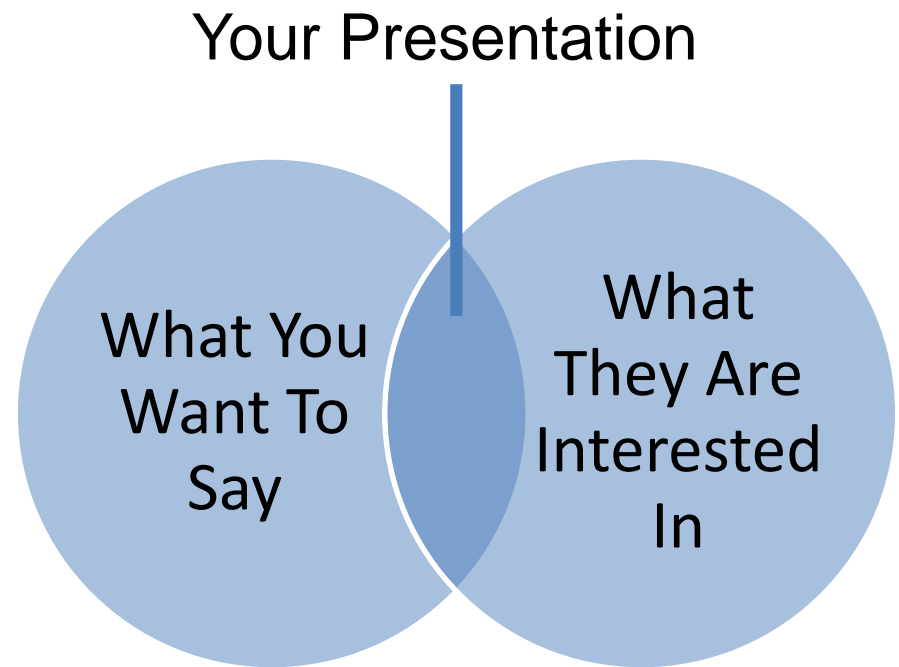
Preparing a Presentation

1. Impact - Why are you giving the presentation?
 - What do you want to achieve?
 - What does your public want?
 - What is your key message
2. Structure
3. Storytelling
4. Clarity

What does your public want?

3 key questions

1. Who are your public?
2. What do they already know?
3. What do they care about?



What is your key message?

Sustained attention on one key focus is worth more than split focus on many 'important points'...

'It is estimated that an audience will forget more than 75% of what they hear within 24 hours.'

From: Roger Ailes - You Are the Message

Example: key message

Topic: Research into the purification of coloured wastewater

Problem: Some companies have a problem with strongly coloured wastewater that they are unable to discharge. Researchers are trying to find new purification technologies to solve this problem.

KEY MESSAGE: New techniques make it possible for bacteria to purify the water more efficiently.

Exercise: Define Your Impact

Working either individually or in pairs, try to define the elements of impact for your research...

- What do you want to achieve with your presentation?
- What does your public want from your presentation?
- What is your key message?

Structuring a Presentation

Tripartite structure:

1. Introduction (opening)

2. Body (middle part)

3. Conclusion (ending)

- How much time should be spent on these parts?
- What would you normally include in these parts?

Structure: Opening (~10%)

- ❖ **Welcome the audience**
- ❖ **Introduce yourself**
- ❖ **Attention grabber:** humour, quote, anecdote, rhetorical questions, staggering statistics or facts, visualization, etc.
- ❖ **Key message**
- ❖ **Motivation: what's in it for the audience?**
- ❖ **Outline of presentation**
- ❖ **(Instructions about questions)**
 - Useful presentation on achieving a good opening:
<http://www.youtube.com/watch?v=NyE1Kz0e--0&feature=related>

Structure: Body (~70%)

- ❖ Main part: present your main points
- ❖ Support / evidence / illustration, etc.
- ❖ Present information in a clear and logical order
- ❖ Use signposting language:
 - *Let's begin by...*
 - *This brings me to my next point*
 - *Let's now turn to...*
 - *Let me digress for a moment.*
 - *To illustrate this, ...*
 - *What's very important here ...*
 - *Put simply, ...*



Signposting – more examples

❖ Open online the course book:
Presenting in English

❖ in the first tab – scroll to bottom

- Go to page 13, section 2.1
Signposting: useful phrases
and sentences
- Pages 11 to 16



Structure: Conclusion (~20%)

End with confidence & signal conclusion clearly

Ingredients:

- ❖ Restate aim
- ❖ Brief summary
- ❖ Draw conclusion
- ❖ Remind the audience of the importance of your research
- ❖ Refer to future research
- ❖ Powerful closing statement (take-home message)
- ❖ Thank your audience
- ❖ Invite questions

In a Nutshell ...

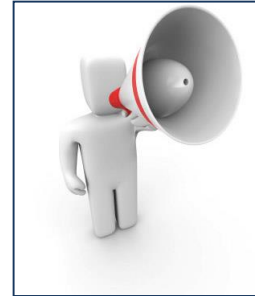
Say what you are going to say,

say it,

say what you have just said.

Effective Presentation: Summary

Gets message across



Involves audience



Well organised

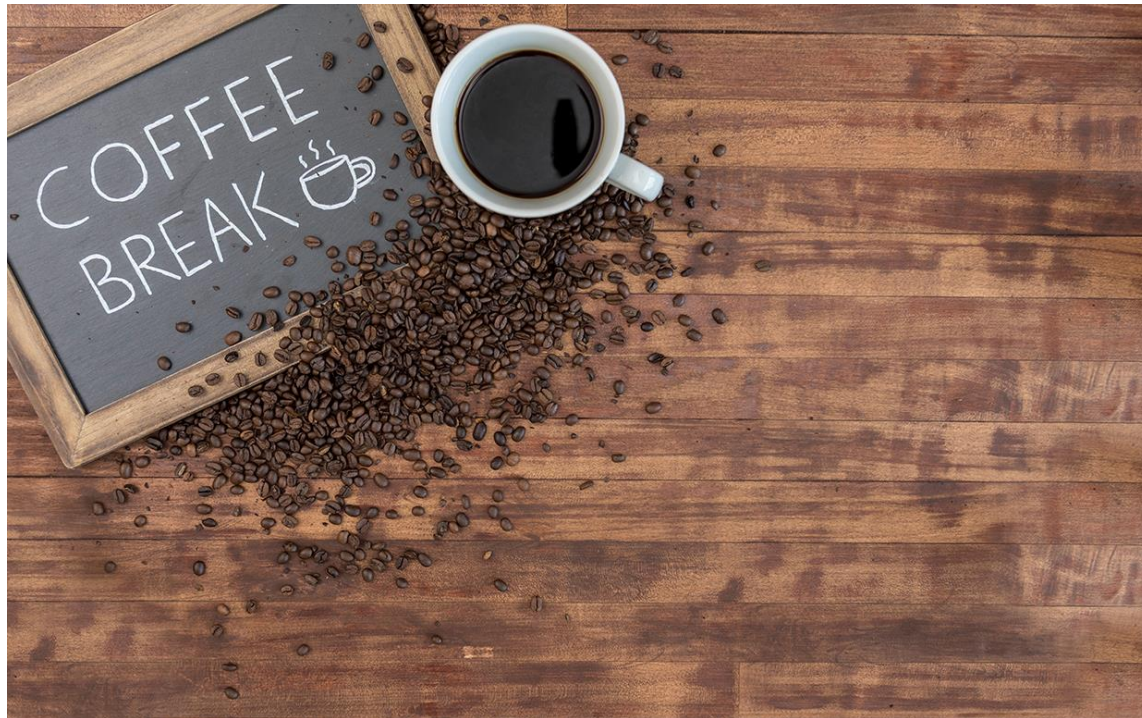


Prepare & Practice: Mini Presentations

Prepare a 1.5- to 2-minute presentation on a topic of your choice and include the following elements: [\[Just opening of your presentation\]](#)

- ❖ Welcome the audience
- ❖ Introduce yourself
- ❖ Attention grabber: quote, question, example, staggering statistic, etc.
- ❖ State your purpose
- ❖ Motivation: what's in it for the audience?
- ❖ Outline of the presentation
- ❖ Instructions about questions

Let's take a break!



Schedule 10-minute presentations

Two (or three) presenters per session:

- ❖ Who can present in session #2?
 - ❖ in session #3?
 - ❖ in session #4?
 - ❖ in session #5?
 - ❖ in session #6?

Who would like to practice chairing presentations?

Being a chairperson, what does it involve?

- Briefly introducing the presenter
- Keeping time & reminding presenter, if necessary
- Inviting and moderating questions and feedback
- Ending the presenting/feedback session

Read about the role in Chapter 7 ‘Chairing a Session’ in the course book *Presenting in English*

- **Tip:** get email address from presenters, ask for brief biography

Self-study for session 2

- ❖ Review PPTs and watch video links
- ❖ Review recommended chapters(s) in course book *Presenting in English*
 - Read Chapter 7 on 'Chairing a Session'
- ❖ Review documents and websites on ELO
- ❖ Use feedback form to help plan your presentations