



DOC311 Academic Skills for Higher Education



Presentation Skills

Presentations – the Good and the Bad!

- Watch this video (but don't say guys to the audience)

<https://www.youtube.com/watch?v=5p0rTNVNW8>

Learning Outcomes

- To learn and apply the key aspects involved with producing an effective and successful presentation by
 - Preparing and delivering a presentation on a given topic (group activity – assessed).



Presentations – Goals

- Why are you presenting?
 - To communicate some idea, concept, or method to an audience.
- Communication is a two-way process.
 - Speaker (giver)
 - Audience (receiver)

Ultimate Goal: To communicate a message.

- You will be judged by your ability to communicate.



Take
Note

If they don't get the message – **it is not their fault!**

Making Presentations – Overcoming Fear

- The more inexperienced you are in this area, the more nervous you will feel.
- There are two ways of attempting to control your nerves:
 - Never do it
 - Take a *risk* and have a go!



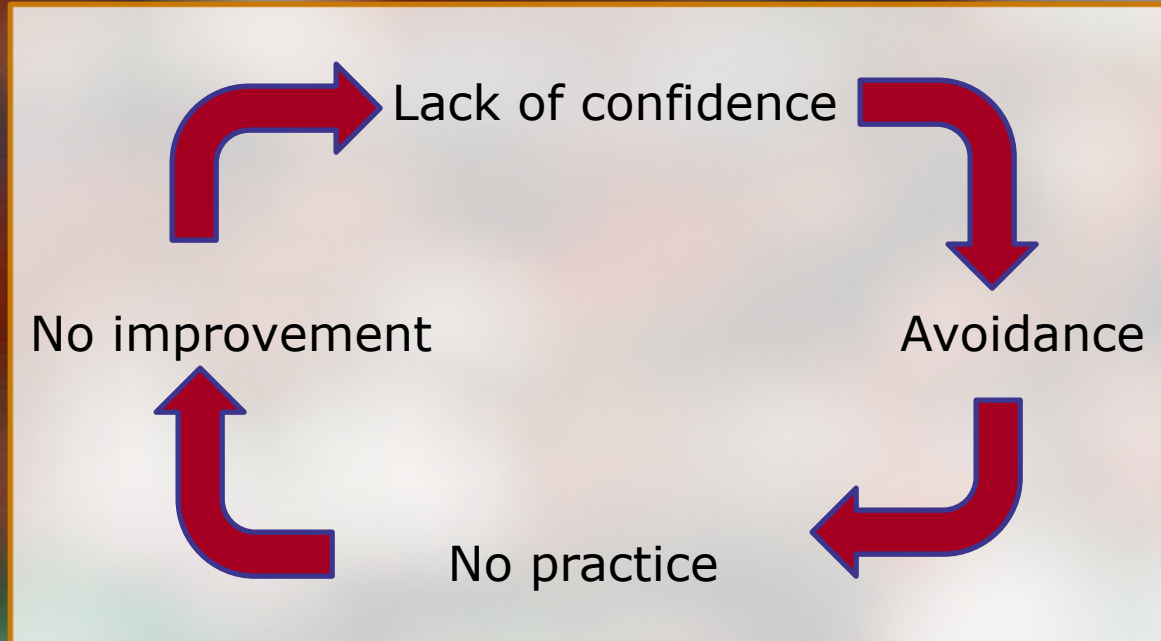
Making Presentations – Overcoming Fear

- If you never do it:
 - You will never conquer your fear.
 - You may impede your career as more and more managers and professionals are expected to be able to make effective presentations.
- If you take a risk and have a go:
 - Your nervousness will create adrenaline that will help you to perform.
 - With good preparation, the use of relaxation techniques, and more experience, the fear will lessen.



Building Confidence

- A lack of confidence is the biggest single obstacle to delivering an effective presentation.
- Lack of confidence is caused by
 - Fear of looking foolish.
 - Fear of the audience's reaction.
 - Fear of drying up.



Building Confidence

- Overcoming the fear of drying up (forgetting or running out of things to say).
- Thorough preparation is the key.
- Prepare your own notes / cue cards.
- Timing – plan to have extra material that can be used if you have extra time.

Practice! Practice! Practice!



Relaxation Techniques

■ Practice deep breathing.

Adrenalin causes you to breathe shallowly.

Breathe deeply to:

get more oxygen to your brain
make you calmer.
settle voice quivers

■ Drink water.

Adrenalin can cause a dry mouth.

Sip water occasionally

(especially when you want to emphasize a point)

Relaxation Techniques

■ Smile.



A natural relaxant that sends positive chemicals through your body.

■ Use visualisation techniques.

Imagine an audience that is interested, enthusiastic, smiling, and reacting positively. Cement this positive image in your mind and recall it right before you are ready to go on.

■ Make eye contact and smile.

Just before you start talking, pause, make eye contact, and smile. This last moment of peace is very relaxing and gives you time to adjust to being the centre of attention.

Relaxation Techniques

- **Speak slowly.**

Speak more slowly than you would in a conversation, and leave longer pauses between sentences.

This slower pace will calm you down, and you will be heard, especially at the back of a large room.

- **Move around during your presentation.**

This will expend some of your nervous energy.

- ***STOP THINKING ABOUT YOURSELF!***

Remember that the audience is there to get some information and it is your job to put it across to them.

(Mindtools,n.d.).

Making Presentations – Stages

- There are three stages involved with making presentations:



Preparation

Before you begin to prepare a presentation, you need to ask yourself

- What is the purpose of the presentation?
- Who is the audience?
- What are the circumstances?

■ The purpose

There are three categories into which the purpose of most presentations falls:

- To communicate information (knowledge / teach).
- To make a proposition.
- To inspire and motivate.



Preparation

■ The audience

The members of the audience will influence the presentation in several ways.

Before beginning to prepare, consider the following questions:

- Who will be present and how many?
- How much do they know?
- What will be of interest to them?
- What attitudes, preconceptions, or expectations will they bring with them?
- Do any of them have special needs – particularly with regard to vision or hearing?

The presentation must be pitched as accurately as possible for the audience.

Preparation

■ The circumstances

➤ The venue

- ❖ Size of the room, the furniture, the position of equipment / slide projector, etc.

➤ Equipment

- ❖ The equipment / software available to you.

➤ The time available / allocated.

➤ The context

- ❖ Is the presentation at the start of the day?
- ❖ Do the audience know each other?
- ❖ Which item is your presentation in a crowded agenda?
- ❖ Are you bringing good news or bad news?



Planning

The objective of the presentation should be kept in mind, at all times.

- A good presentation, like a good story, has a beginning, a middle, and an end.
 - Introduction (Tell them what you are going to tell them)
 - Body (Say it)
 - Conclusion (Tell them what you told them)



Planning – The Introduction

■ Introduction

- Prepare the introduction at the end, after you prepare the other material (as it will include the content of the rest of the presentation).
- Define the problem / objective of the presentation.
- Motivate the audience (e.g. explain what the presentation has to offer for the audience)
- Prepare an outline – Give a general outline of what will be covered in the presentation, and why.



Planning – The Main Section

■ Decide on content.

- What do you want to communicate?

■ Work out a logical sequence and timings.

- Decide on a sequence for the information you want to communicate.
- Repeat important points. (Emphasize the main message.)
- Do not include material / slides that you cannot explain.

Your broad outline may look like this:

Time available: 15 minutes

Introduction:	1 minute
Main section of the presentation	
Sub heading 1	4 minutes
Sub heading 2	4 minutes
Sub heading 3	4 minutes
Conclusion	2 minutes



Planning – The Conclusion & Recommendations

Conclusion

- Refer back to the previous sections that you presented.
- Summarise your points to remind the audience of what has been said.
- Emphasise the important points and conclusions of your research.

Recommendations

- List your recommendations (relevant to your research)
- Questions?
 - Make time for questions that the audience might have.



Before Delivering Your Presentation...

- Prepare your notes / cue cards (key words or phrases to remind you what to say).
- Rehearsal and practice are important elements in the preparation of a presentation
 - Confidence.
 - Timings.
 - Use of audio / visual material and equipment.
 - Appearance / attire.



Delivery – Engaging the Audience

Be enthusiastic about your presentation!

- Ask real and rhetorical questions to keep people's minds active and engaged.
- Make eye contact.
- Use appropriate facial expression. (Your face will reveal your attitudes, feelings, and emotions towards your presentation and the audience.)
- Don't just talk to one person.
- Appropriate use of body language.
 - E.g. When you are tense, you may fold your arms and look negative.
- Try to make examples interesting and compelling.



Delivery – Verbal Presentation Style

- Speak clearly.
- Speak loudly without shouting.
 - Vary the volume, speaking up to add emphasis.
 - Vary your speed of delivery and pitch of your voice.
- Speak to the audience, not to the screen, white board, or computer!!
- Point to the screen (NOT to the computer).



Delivery – Using Slides Effectively

Do NOT overdo PowerPoint!

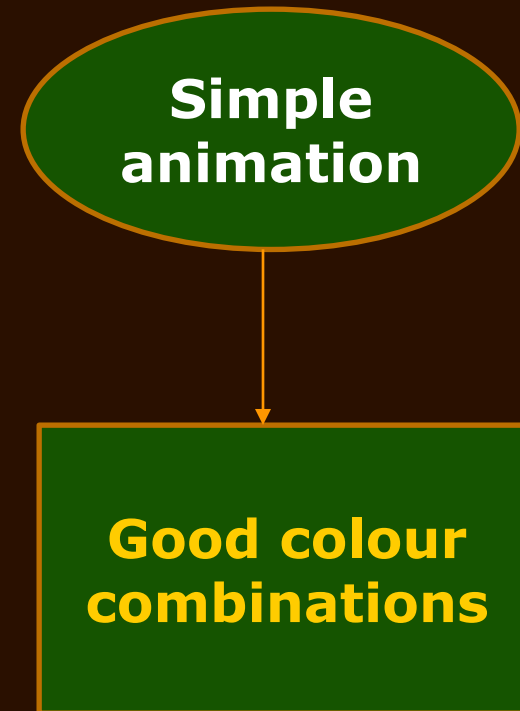
- Slides should be simple, without distractions.
- Slide design should be consistent (layout, structure, etc.)
- Moderate use of **colour**.
- Contrast between lettering and background.
- Appropriate font size.
- Each slide should
 - Be concise (i.e., not verbose).
 - Highlight key points.
 - Have a meaningful title - not 'Introduction(5)'
 - Be focused.

**Remember, be clear and accurate.
Focus on your objective.**

Delivery – Using Slides Effectively

The Good

- Readable, simple font.
- Simple animation



Delivery – Using Slides Effectively

The Ugly

- *Small odd font*

Odd colour combinations



Presenting & Public Speaking

<https://www.youtube.com/watch?v=Q5WT2vweFRY&t=3s>
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Summary

- Topics covered:
 - Presentations – goals
 - Overcoming fear
 - Building confidence
 - Relaxation techniques
 - Making presentations
 - a) Preparation
 - b) Planning
 - c) Delivery – Engaging the audience
 - Verbal presentation style
 - Using slides effectively



References

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