

# Presentation Skills



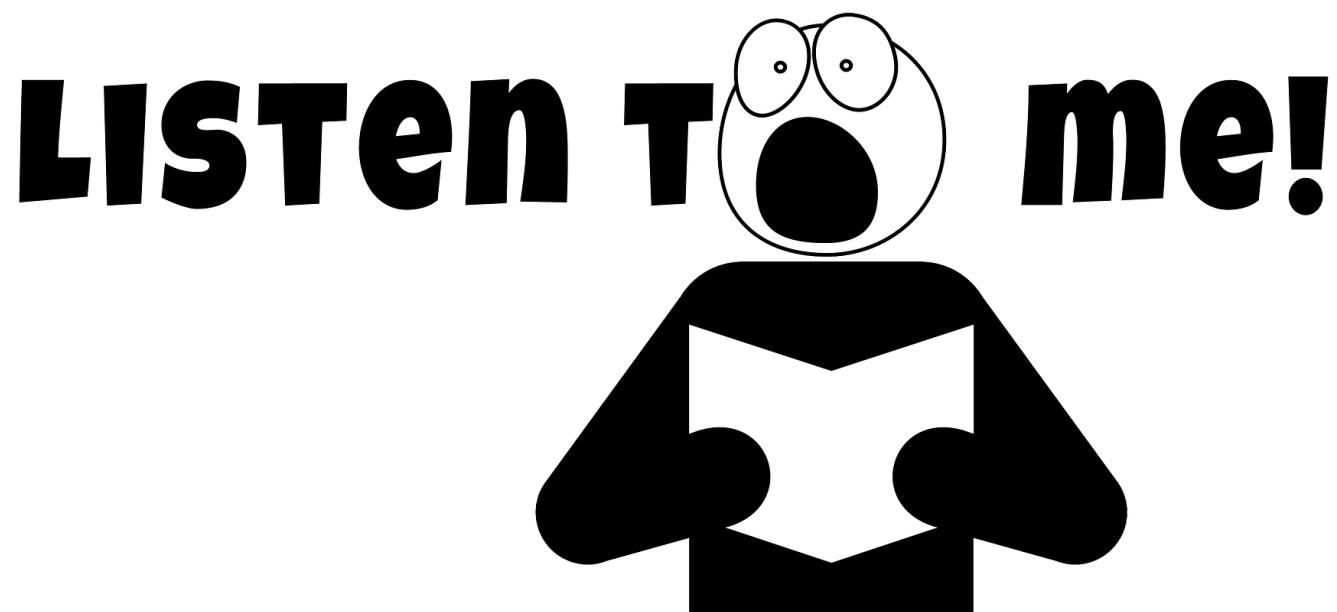
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# We will cover the following areas of presentation skills

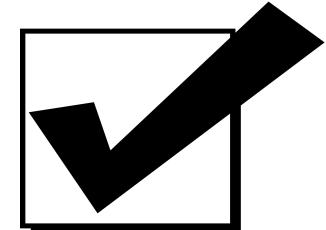
- Presentation challenges
- How to plan and structure a presentation
- Presenting with confidence and dealing with nerves



**What is your  
biggest challenge?**

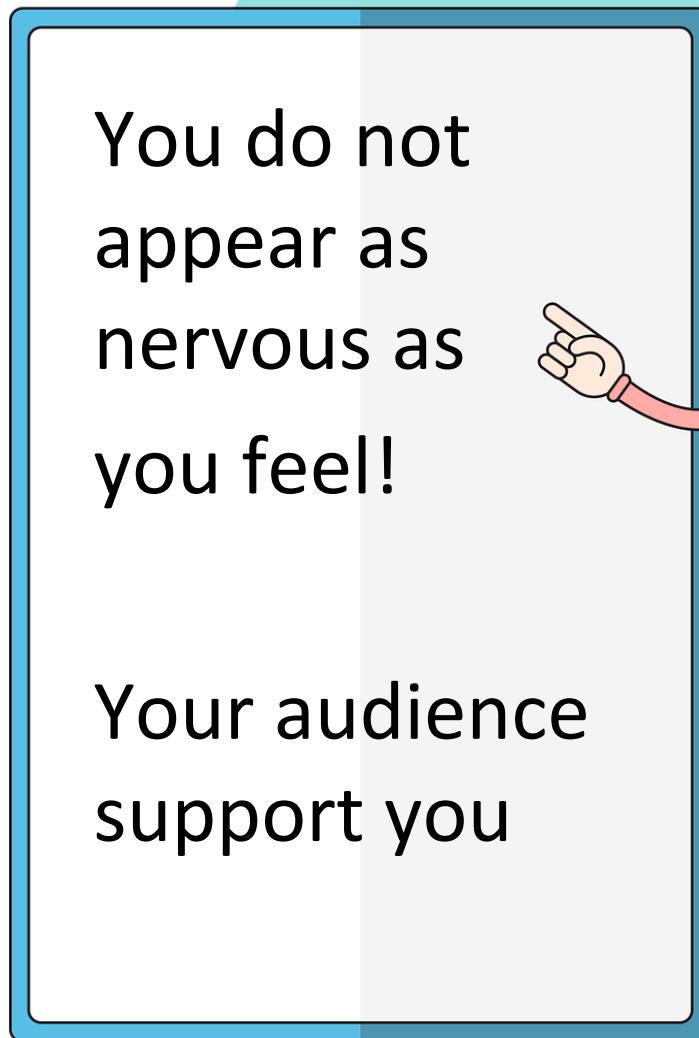


# Presenting confidently



- Plan your presentation
- Practise - video yourself and Time it!
- Breathing techniques
- Confident body language / Enthusiasm
- Use cue cards
- Arrive early
- Bring water
- Use visual aids/ handouts
- Prepare points for discussion

# Remember



# Structuring and Planning

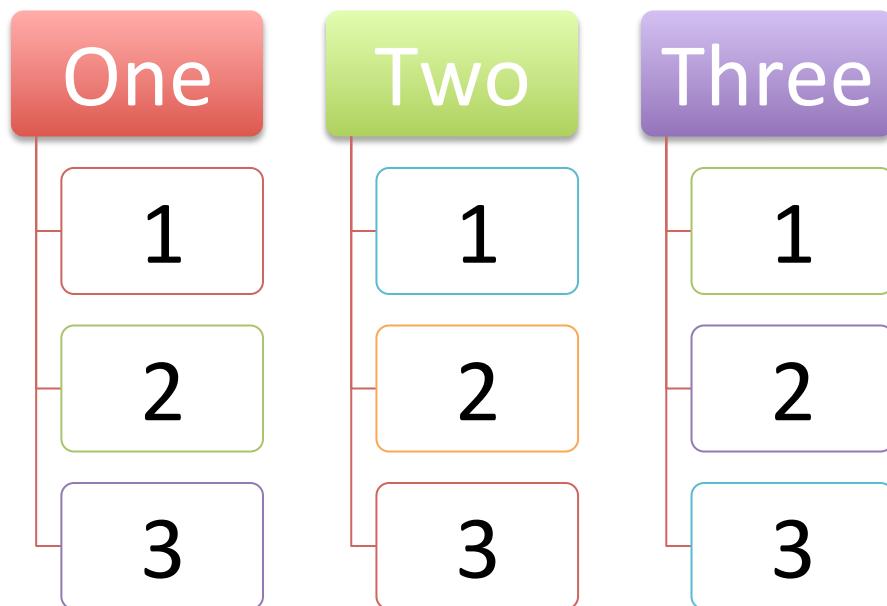
## Key questions to consider:

1. Who are your audience?
2. What's the purpose of your presentation?
3. What is the MAIN MESSAGE you want them to take away?



# Structuring and planning: Brainstorm ideas

The rule of 3



# Structuring and planning: Make a plan

*Example: 15 minute presentation:*

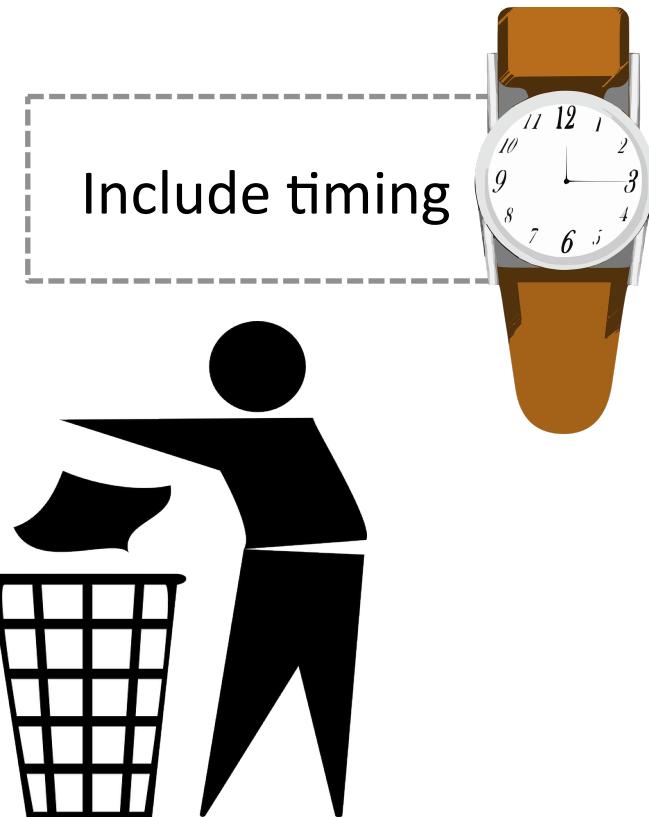
Introduction -1.5 minutes

Main body - 8 minutes

- section 1 - 3 minutes
- section 2 - 3 minutes
- section 3 - 2 minutes

Conclusion - 1.5 minutes

Questions - 3-5 minutes



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# The Presentation Journey

- Tell your audience your destination
- Outline the roadmap
- Give a timeframe

Tell them when to ask questions



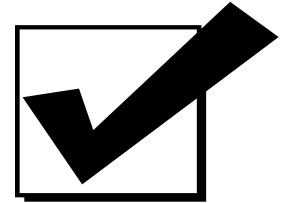
# Planning activity

In pairs, consider the possible challenges that your next presentation might pose for your audience, e.g.

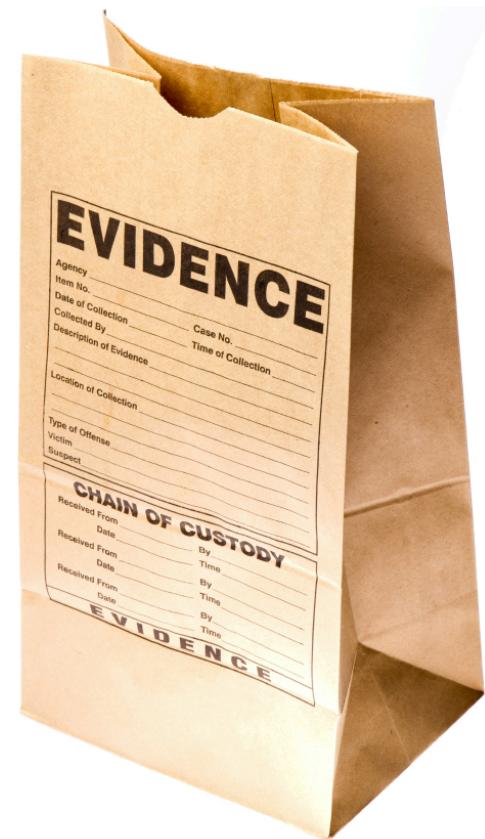
- Will the topic be very unfamiliar?
- Are there complex concepts to explain?
- Is there a lot of data to present?
- Might you be tempted to try to put in everything you know?

How will you tackle these challenges?

# Presenting academically



- Present your argument and provide evidence
- Reference quotes, ideas, data, images
- Include bibliography as your last slide
- Include references on all hand-outs
- Be critical when selecting your materials
- Include different viewpoints (to avoid bias)
- Use appropriate (academic) language throughout
- Check assessment criteria



# Deep Breathing

In (1-2-3-4)

Hold (1-2-3-4)

Out (1-2-3-4)





**Project your voice**

1 2 3 4 5 6 7 8 9 10

# Your individual challenge - Action Plan:

Identify 3 goals for your next presentation

How/when will you achieve these?

# Resources



- Skills Hub [sussex.ac.uk/skillshub](http://sussex.ac.uk/skillshub)
- Workshops
  - ITS PowerPoint Training
  - Digital tools for presentations
- Student Mentors
- SCLS – workshops and tutorials
- Royal Literary Fund – 45 minute tutorials
- Academic Advisors

