



Australian
National
University

Effective Presentations

ANU Academic Skills

The key to a successful presentation is a clear **message** with a logical **structure** and good **visual aids**.

Preparation and practice are key to a professional and stress-free **delivery**.



Kinds of presentations:

- Group presentation / leading a tutorial
- Presentation based on a written assessment
- Conference presentation
- Proposal presentation



Message and structure

What's your key message?



What to include?

- What do you need to do in order to explain your argument/key message?
- How many steps will this take?
- How many points could you make in the time that you have?
- Which points are the main ideas and which are in support of those ideas (the details)?



Introduction

- Context/background/hook
- Debate/problem/question
- **Key message**
- Signposting

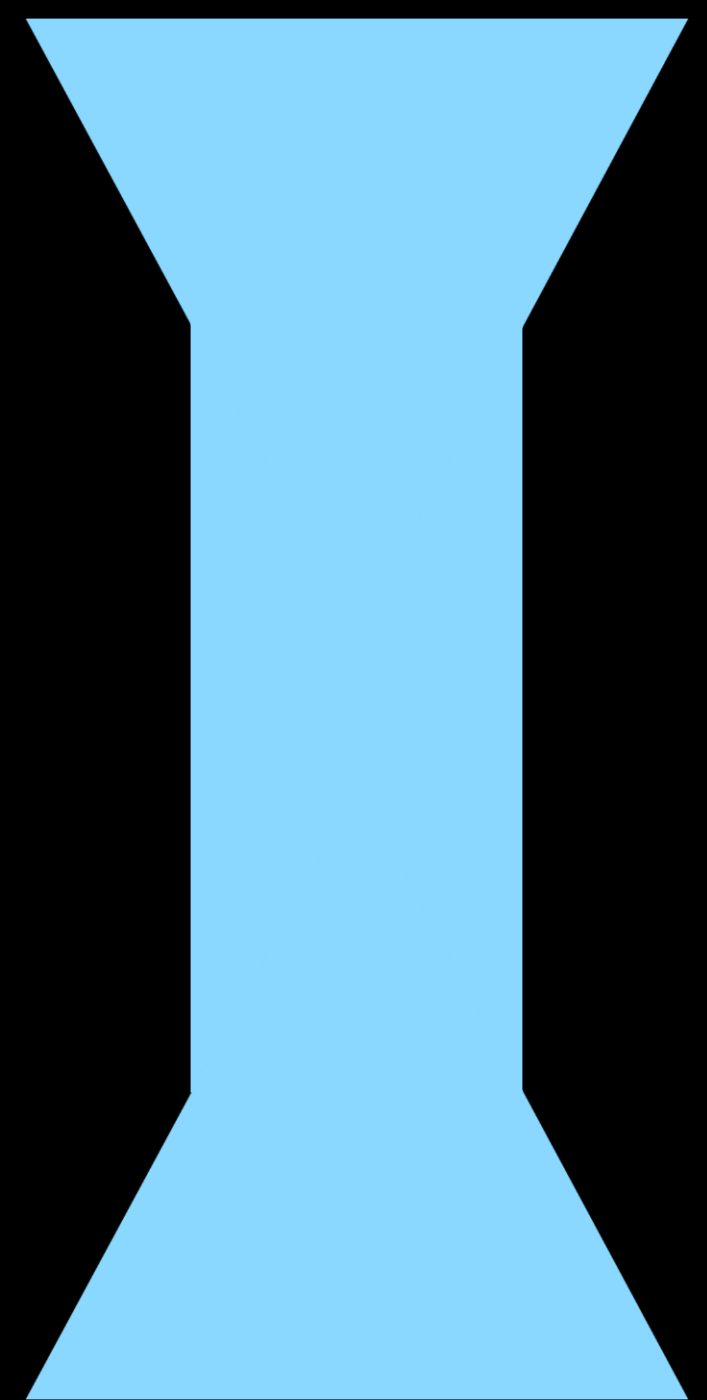
Body

Structured according to your key message e.g.:

- Point 1
- Point 2
- Point 3

Conclusion

- Bring together all the main points
- Restate your key message
- Implication or so what?



Section	Item	Content
Introduction	State purpose or key message	
Body	Main point 1	
	Main point 2	
	Main point 3	
	Main point 4	
Conclusion	Reiterate purpose and demonstrate how it was met	

Template available on our website. Google “ANU Presentations”

Sample presentation

- Take a look at the presentation outline for a 15 minute presentation in a tutorial.

How would you represent your points to your audience?

Is there a place for programs such as the Koori Court in the Australian legal system? Should there be courts for other groups in our society?

Section	Item	Content
Introduction	State purpose or key message	There is a place for the Koori Court and other specialist courts like it.
Body	Main point 1	Indigenous Australians are the most disadvantaged group and there is an urgent need to address this imbalance.
	Main point 2	Other specialist courts already exist and do not undermine the justice system.
	Main point 3	The Koori Court of Victoria has limitations but provides better outcomes for offenders.
	Main point 4	Extending the Koori Court model can improve justice for all Australians.
Conclusion	Reiterate purpose and demonstrate how it was met Implications, or so what?	The Koori Court has created real benefits for Aboriginal people without undermining any legal principles The case of the Koori Court shows how the Australian legal system has the potential to deliver better outcomes for minority and disadvantaged groups, providing benefit to all of society.

As we look through the following slides, ask yourselves:

- Are the points represented well?
- Is it engaging?
- Does it meet the needs of the audience?
- Would you be proud to present with such slides to support you and your message?

Is there a place for a
Koori Court?

Introduction

A Victorian initiative that seeks more appropriate legal processes and outcomes for Indigenous people.

Poor legal outcomes are reflected in the overrepresentation of Aboriginal people

The Koori Court more culturally sensitive approach to sentencing.

Key message

There is a place for Koori court because:

Indigenous Australians are the most disadvantaged group

Urgent need to address imbalance

Numerous precedents for special courts exist

Its successes provide a model for the broader legal system

Indigenous Australians are the most disadvantaged group

Australia's first people are one of the most disadvantaged in the country

Royal Commission into Aboriginal Deaths in Custody

Bringing them Home report

Need to address the power imbalance between the legal system and Indigenous Australians

Reports listed above; Smith and Crowe (2012)

Other specialist courts already exist

Other specialist courts provide precedent for the Koori Court model

Family Court: jurisdiction on basis of kin relations

Industrial Relations Commission: on basis of common interest

Even though Koori Court selects on race, it does not undermine the impartiality of justice as the legal system already discriminates

Legal system discriminates against low education and income

Better outcomes for offenders

Provides better outcomes as it addresses underlying problems

Lower rates of recidivism

Shaming offenders by Elders is more effective than prison

Encourages the offender to deal with underlying problems through rehabilitation

Greater acceptance by the Aboriginal community

Constant review is needed to ensure that offenders are not disenfranchised

Limit the marginalisation of the offender's solicitor

Be careful that the move from formal processes does not threaten impartiality of outcomes

Justice for all Australians

It can be extended to other disadvantaged groups who are suffering from imbalance of power

For example, other groups facing social or cultural disadvantage

Conclusion

Specialist courts have long been accepted in this country

The Koori Court's successes demonstrate the gains that could be made if its practices were to be extended

The Koori Court has created real benefits for Aboriginal people without undermining any legal principles.

It has led to a greater level of justice through being more culturally sensitive during sentencing

Improved legal outcomes for this highly disadvantaged group.

Visual aids

PowerPoint

Bullets provide a roadmap for you and your audience

- A clear message is vital and will give you confidence
- Visual aids exist to support YOUR message
- 55% of information taken in is visual
- Good slides:
 - Ensure organisation
 - Foreground the concepts
 - Allow eye contact
 - Allow improvising
 - Give some room for error
 - Are worth a thousand words

Did the previous slides achieve this?

Each slide should have a key message that is apparent to your audience

So, what are your options? What are the pros and cons?

- ✓ Bullets
- ✓ Small images
- ✓ Charts / graphs / tables
- ✓ Large images



How do you avoid the pitfalls of bulleted slides?

What strategies can you adopt?

- ✓ Identify the main message and use the points to support
- ✓ Use as few words as possible
- ✓ Use them to SUPPORT what you are saying – don't just repeat them

Simplified slides
provide emphasis of
key findings or
arguments

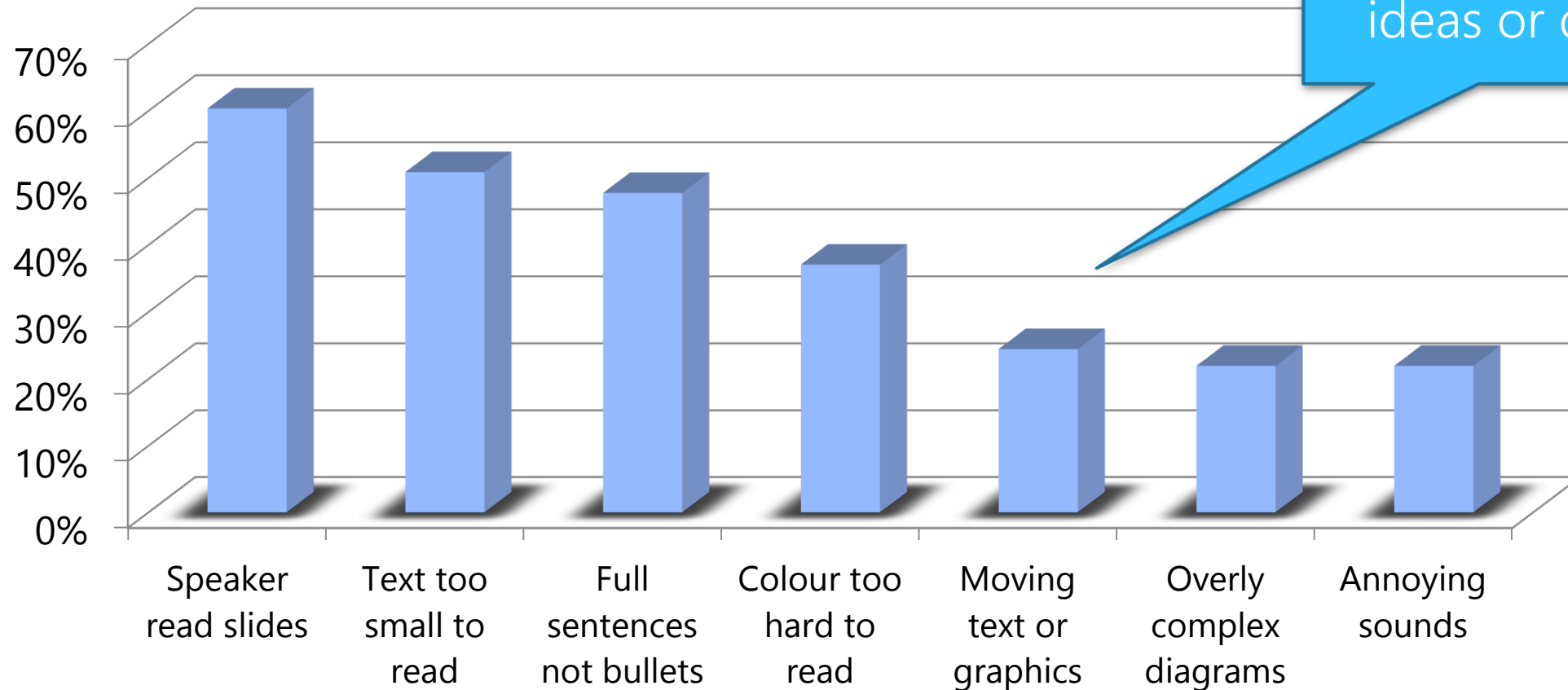
Simple visuals aid
memory retention





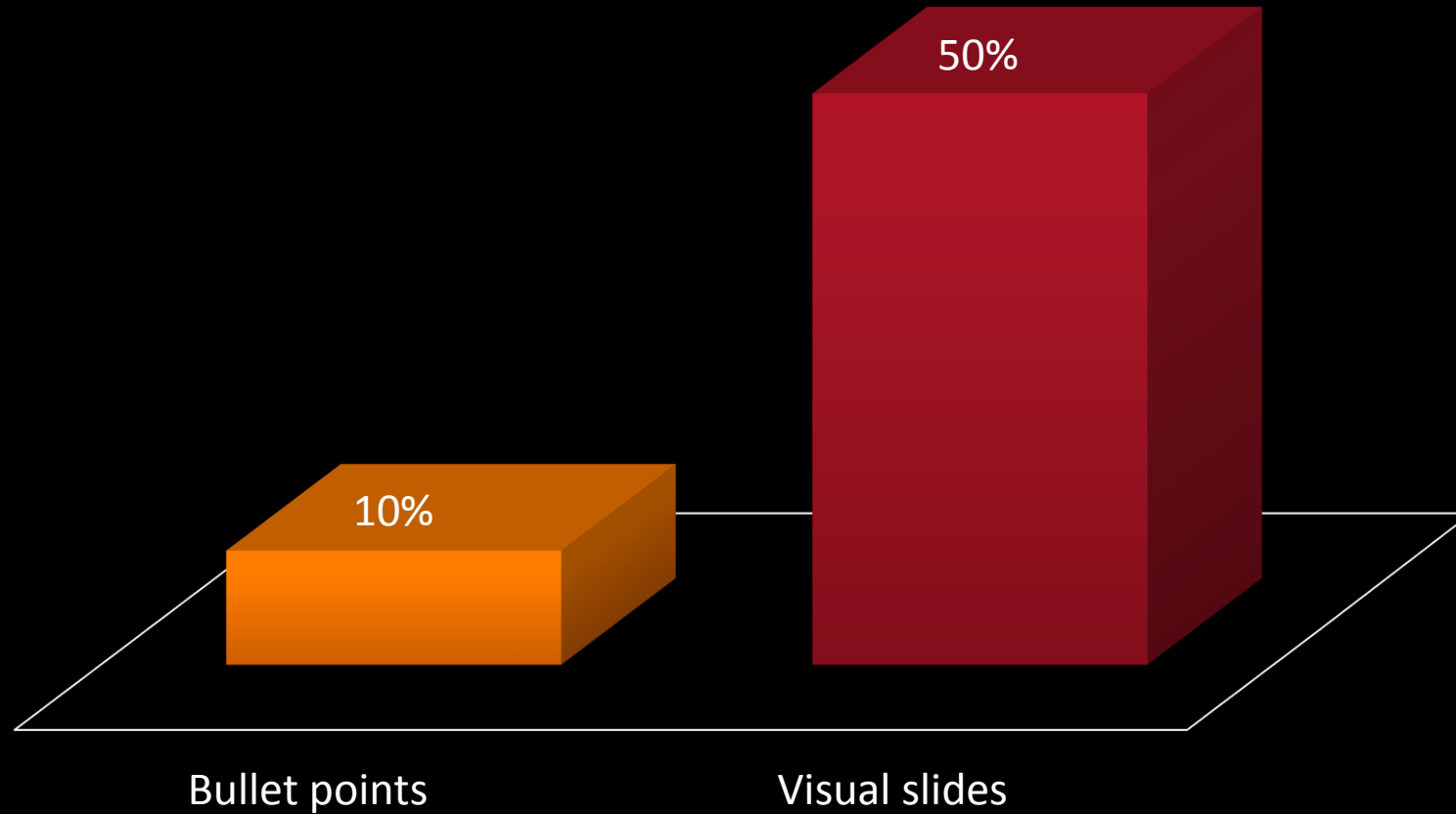
- How can you simplify your points/arguments?
 - What strategies can you adopt?
-
- ✓ Include just the key message of that slide
 - ✓ Look for data that you can highlight
 - ✓ Find images that match

Things that annoy the audience



Charts help explain complex ideas or data

Message retention after 3 days





- How to make good charts/graphs?
- What strategies can you adopt?
- Use different software (Excel, Word, other?)
- Choose the most appropriate chart for the data
- Simple representation – don't use overly complex charts
- Take care with colour



No. 1 in
Australia
Top 4% OECD





- How do you find good images?
- What strategies can you adopt?
- Take care with attribution and licensing
- Google images – use tools to filter (country, size, usage rights)
- Flickr, Stock images (if you have access), Canva
- Take your own!
- Use high quality with good contrast



Consider your audience

Engage them – keep them interested

Keep things simple - the one message rule

Help them to understand your material

Choose the visual aid which best supports your message

SmartArt and shapes can add interest and meaning for textual information

Other considerations

- Themes (fonts, colours, headers etc)
- Animations
- Transitions
- Videos
- Variation
- Accessibility (universal design principle)

Activity: PowerPoint

- Take one slide per group
- Come up with another way to represent the information, using the strategies we discussed
- Be selective



Delivery

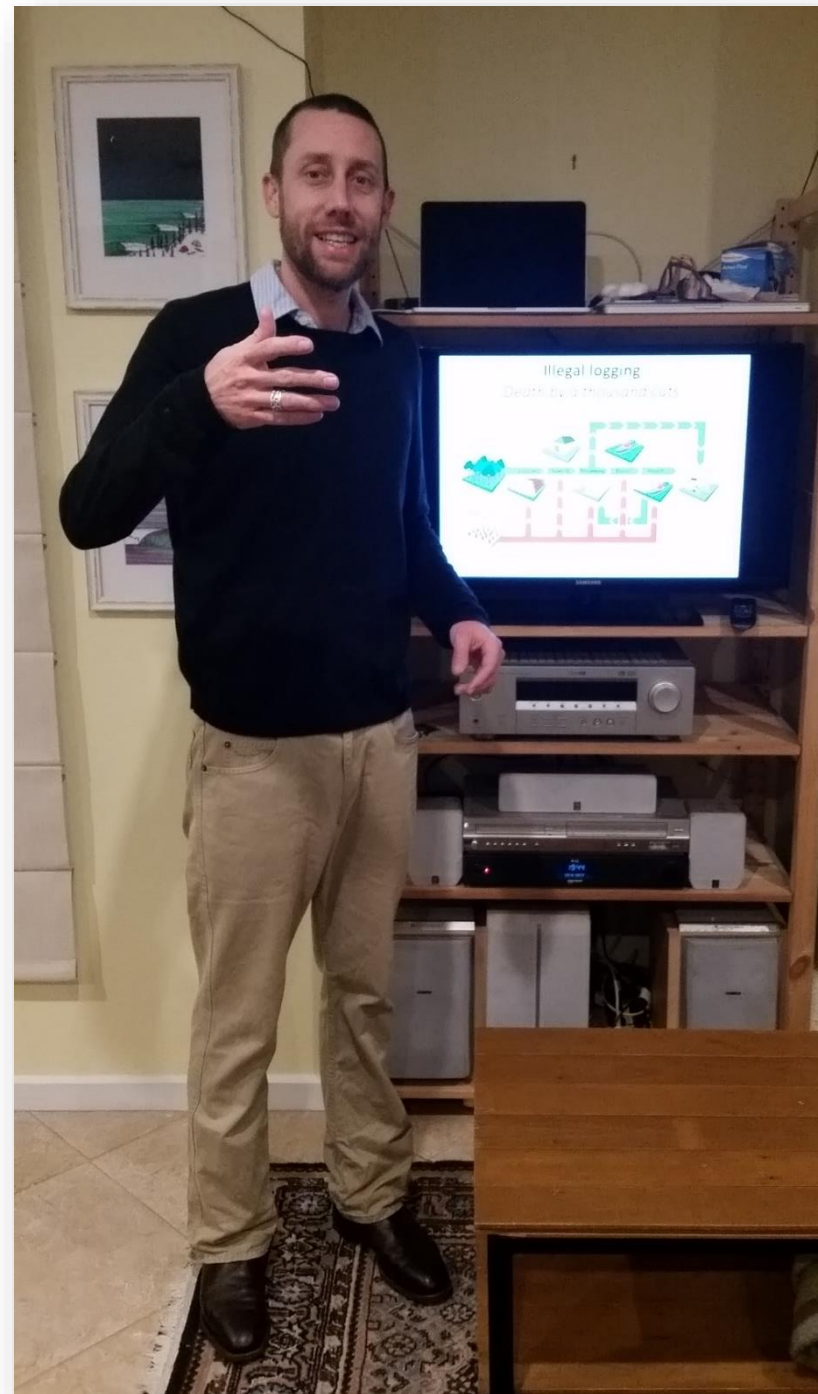


Confident in
your message,
confident in
your delivery

Sound natural and knowledgeable

- Avoid scripting - know your content
- Make eye contact
- Speak (particularly if English is your second language):
 - Loudly
 - Slowly
 - Clearly

How will your
practice for your
presentation?



“When you remove the unknown and reduce anxiety and nervousness, then confidence is something that will naturally take the place of your anxiety.”

Garr Reynolds

Activity 3: Delivery

- How will you deliver your slide?
- Choose a team member to present



FAQ

Should I reference my PowerPoint slides?

- Yes!
 - Use a referencing system that is easy to read
 - Have a reference list as a final slide or as a handout
 - Check the copyright of the images that you use

Remember

- a clear message will give you confidence
- practice
- get the timing right
- if you don't want to be there, why would your audience?
- If you feel nervous and anxious, your audience will too



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and meet local students! All
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Weeks 1-12

Marie Reay Teaching
Centre



1-2pm Mon-Fri
Room 5.02



5-6pm Mon
Room 5.05



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Missed some of our OWeek talks?

**ENROL IN OUR WATTLE SITE:
ACADEMIC SKILLS
ORIENTATION 2020**

for key resources and a recap of all of
our talks.