Presentation Skills

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Agenda
Planning
Preparing
PowerPoint
Posters
Presenting

Why give presentations?
- Preparation for world of work
- Personal development opportunity
- Form of assessment

A good presentation
- Good content
  well-researched, relevant, interesting
- Clear structure
  logical sequence
- Competent delivery
  audible, at ease, in charge
  ➢ an art & a technique (can be learnt)

Planning (the content)
- Brainstorm ideas & points to be included
- Filter out key points
- Group points
- Decide on your message & medium
- Plan your line of reasoning (logical flow)
  ➢ Set realistic target
    (time to research / time to present)
  ➢ Keep bibliographical record

Planning the ‘story line’
- Issue / problem
- Background
- Your argument
- Case study / examples
- Conclusion
Planning continued

- Structuring your work
  - Introduction
  - 3 or 4 main points
  - Conclusion
  - References!
- Decide on support material
  - Examples
  - Visual Aids

Planning: Audience

- Who is coming?
- What’s their level of knowledge/ experience?
- What may (not) interest them?

Planning: Venue

- Seating
- Visibility (you/ screen)
- Equipment

Delivery - ‘non verbal’

Take charge of yourself/ your body language

- Voice (speed – volume – intonation)
- Eye contact (continuous – overall)
- Stance/ posture (not too informal)
- Hands (movement - position)
- State of mind (positive)

Delivery – a few tips

- pause before you talk
- look around – establish eye contact – smile
- greet the audience
- move through in sequence
- check your watch (on table)
- pause between key stages
- use signposting language
- keep looking up
- stay focussed
- encourage questions, at the end

Delivery cont.

Speak with the help of:

- your memory
- notes, cue cards (no full text, please)
- PowerPoint®
- poster
- visual aids
  (objects, maps, graphs/ charts, pictures, handouts, video clips, activities,…)

Group presentations

- How will you be assessed?

Tips for Teams:

- Uniform approach
- Equal spread of ‘workload’/ talking time
- Individual strength
- Positioning
- Hand over
- Dealing with questions
### PowerPoint

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

**Dos**
- Pre-prepared sequence
- Keeps speaker on track

**Don’ts**
- Embed visual aids (video clips, pictures, graphs)
- Speaker is in control of information displayed

### PowerPoint - etiquette

**The Dos**
- One key message per slide
- One slide per minute (maximum)
- Minimum of words
  - Use same word categories
  - Use larger fonts (24+)
  - Use readable fonts (e.g. Arial, Calibri, Verdana)
- Be consistent
- Explain graphics, diagrams

**The Don’ts**
- Overload slides
- Mix fonts
- Use unhelpful ‘backgrounds’ or colour schemes
- Use graphs as decoration
- Overuse of animation
- Overuse of sounds

*Keep it simple: avoid distractions*

### INSTITUTIONAL PERFORMANCE

<table>
<thead>
<tr>
<th>Teaching</th>
<th>Learning resources</th>
<th>Academic support</th>
<th>Organisations &amp; management</th>
<th>Personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent</td>
<td></td>
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### Free online tools

- Prezi - Online zooming presentation editor [http://prezi.com/](http://prezi.com/)
- Wordle - Online word-cloud creation [http://www.wordle.net/](http://www.wordle.net/)
Hand-outs

- For use during presentation:
  - Key points with note-taking space
  - Activity hand-out

- As a record
  - Follow-up information: references, further reading, contact information
  - Summary or full text of paper

Academic poster

- Visualisation of the topic
- Effective way of communicating research
- Marked for content, structure, visual impact & clarity, attractiveness, originality, use of graphics
- Design depends on purpose and content
  - layout
  - graphics (e.g. pictures/graphs should have purpose)
  - relevance

Assessing posters

http://www2.le.ac.uk/offices/ssds/sd/resources/it/guides/ppt2007-posters
http://www2.napier.ac.uk/getready/writing_presenting/academic_posters.html#tips

FEARS

- Forgetting details/ getting stuck
- Interruptions
- Not getting the message across
- Boring the audience
- Timing
- Hostile/difficult questions

> FEAR is good
  ( attempting something new - a challenge)

Positive Thinking

- Make positive/ supportive friends
- Deal with your fears
- Ask for help
- Be positive about mistakes
  - reflect - get feedback - learn - do better
- Welcome challenges
- Be prepared
- Practice

Anyway … What’s the worse that can happen?

Handling questions

- Be prepared
- Consider them an opportunity
- Listen carefully
- Repeat question so that everyone can hear
- Answer concisely
- Take question from all over the room
- Remain firm and cool in the face of hostility
- Don’t ramble on or invent answers!
To sum up:

- Have a plan
- Structure your material
- Make it audience friendly
- Rehearse (timing !)
- Relax
- Maintain a clear delivery
- Know your stuff
- Be prepared for questions

and enjoy!

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What do you think?

- Laura presenting to business students  (1:50)
  http://www.youtube.com/watch?v=b68VF0CvKh4&feature=related
- Yann presenting to new students
  http://www.youtube.com/watch?v=kexiynd0s&feature=related
- Michelle presenting to clients  (3:13)
  http://www.youtube.com/watch?v=EFJplT2hMk8&feature=related
- Johnson to teenagers at school
  http://www.youtube.com/watch?v=DumFjBl0fUI&feature=related
- Clips of prize winners