

Giving a Presentation

Preparation

Take into account your audience. How much can you assume your audience knows about your topic? Is your audience expert in this field? What is the audience's likely reaction? Are you able to use the subject specific language or should you explain terminology?

Structure

- Have a **beginning** (introduction), **middle**, and an **end** (conclusion).
- Make the aims of your presentation clear in your introduction.
- Make the main points of your presentation clear – give an outline.
- Give examples to clarify your points.
- Summarize the main points in your conclusion.

How much **time** ⌚ do you have for your presentation?

Choose the number of points you are going to cover according to the time ⌚ available.

Practice your presentation

- for speed (are you speaking ~~too fast~~, t o o s l o w ?)
- for time ⌚ (should you cut something out, add something?)
- for voice (does your voice carry?).

Check the venue for your presentation and plan where you will stand. Check that any aids (overhead projectors, data projectors, etc.) that you may need are available. If you using Power Point, turn the computer on even before it is time for your presentation and load your files – preferably before the class begins.

Giving your presentation

DON'T READ your presentation!!!! Your notes can be on card instead of a large piece of paper, which may act as a barrier between you and your audience.

Know your equipment!



- make sure that you can work the aids you will use.
- check that you do not make a shadow or block the screen.

Outline your presentation to the audience, i.e. tell them what you are going to be talking about and in what order.

Give the audience a vocabulary list of difficult words from your presentation if necessary.

Be aware of your body language (avoid repetitious mannerisms but use it for emphasis).


Have eye contact 👁 with your audience. Be flexible and responsive to your audience – you may need to go over a point again or show a visual again.

Speak **loudly**  and clearly, and s l o w l y enough to be understood by everyone. Use pauses and intonation  appropriately.

Interact with the audience – you may want to involve the audience by asking for comments or questions during your presentation.



Don't be afraid to use humour.


Using visuals (e.g. transparencies, data projectors, etc.)

- The text should be large enough to be seen at the back of the room.
- Visuals are to highlight what you are saying – they are not the presentation!
- Label your diagrams.
- Use pictures  and colours when appropriate.
- Give your audience time to process information such as statistics or diagrams.
- When you refer to something on your transparency, show it on the actual text – not on the screen behind you, i.e. do not turn your back to the audience.
- If you have a lot of information with you to show your audience, you may find handouts better than, or in addition to, transparencies.



Being part of the audience

The audience is an active party in any presentation.

Make notes  of any questions or comments that come to your mind as you are listening . These notes are valuable in the discussion following the presentation.

Look at the presenter. Do not hesitate to react during the presentation – i.e. give **feedback** such as a nod, smile  or a puzzled look. The presenter needs this contact with you to be able to adapt his/her presentation to the listeners.

Remember

- to be on time 
- not to talk with others of the audience
- to apologize if you arrive late or need to leave early
- to turn off your mobile phone  before the presentation begins

Check out www.ted.com. You will find many examples of good presentations. Also look at: <http://www.canberra.edu.au/studyskills/learning/oral>