

Presentation Skills

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The Student Learning Advisory Service (SLAS)

Next to Santander Bank

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 - Workshops
 - Mon – Fri 11 a.m. – 1 p.m.
- Drop-in service (10 mins)**



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Why give presentations ?

- Preparation for world of work
Required in almost every field
- Personal development opportunity
- Form of assessment



A good presentation

It's about
communication!

- Good **content**
well-researched, relevant, interesting
- Clear **structure**
logical sequence
- Competent **delivery**
audible, at ease, in charge



➤ an **art & a technique** which can be learnt

Planning (the content)

- Brainstorm ideas & points to be included
- Filter out key points
- Group points together
- Plan your line of reasoning (logical flow)
- Rehearse everything

- Set realistic targets
(time to research/ time to present)
- Keep detailed bibliographical record

Planning the 'story line'

example

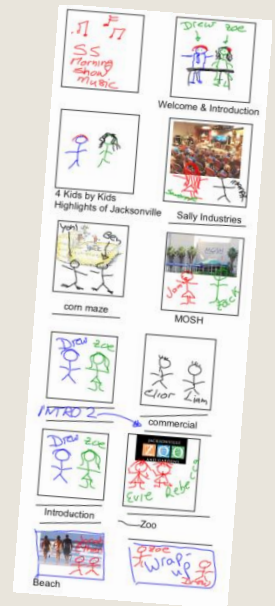
Issue/ problem

Background

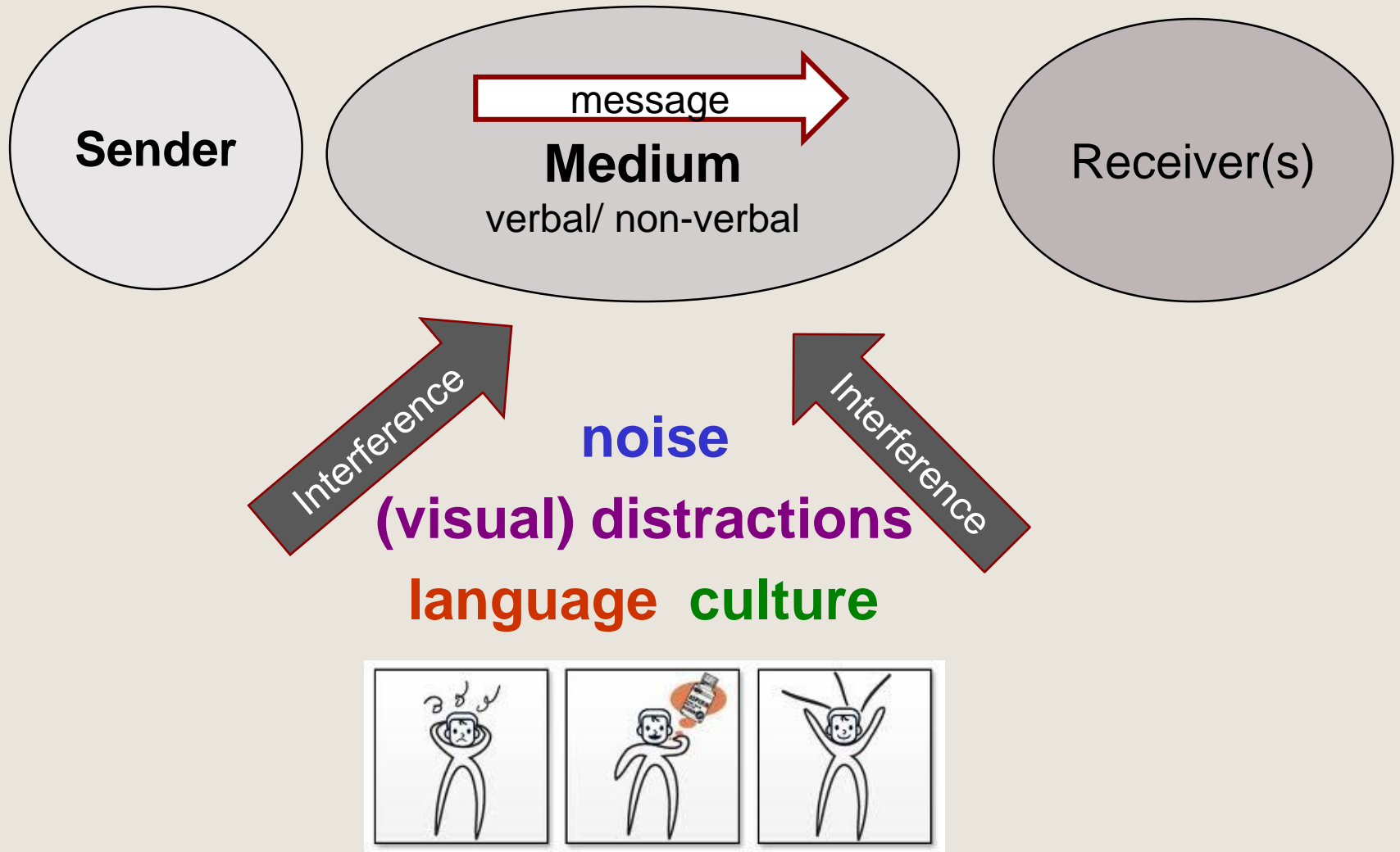
Your argument

Case study/ examples

Conclusion



Communication



Planning format

Keep it
relevant

- Know your content
- Structuring your work
 - Introduction
 - 3 or 4 main points
 - Conclusion
- Decide on support material (for you)
Large print notes/bullets



Planning: Audience

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

Planning: Venue

- Seating
- Visibility

What will you need to do to 'hold' this group?

Delivery - 'non verbal'

How ?

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)

Example 1

First
attempt

With a partner, note down any improvements you think Laura could make to her presentation style:

- Laura presenting to business students

<http://www.youtube.com/watch?v=bt8YFCveNpY&feature=related>

Example 1

After
Feedback

Has Laura dealt with the issues you identified?

- Laura: take two (from 1m 50s)

<http://www.youtube.com/watch?v=bt8YFCveNpY&feature=related>

- Have the issues been resolved?

Breathe

Presentations are a physical experience

It all begins with breathing

- Meditation
- Yoga
- Relaxation techniques
- Life



Delivery – be ‘audience friendly’

- 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**



Rehearse!
Rehearse!
Rehearse!

Delivery cont.

Speak slowly and clearly

You can use:

- your memory
- notes, cue cards (no full text, please)
- PowerPoint®, **Beamer (LaTeX)**, Prezi
- visual aids
(graphs/ charts, pictures, handouts, posters, video clips, activities...)

Example 2

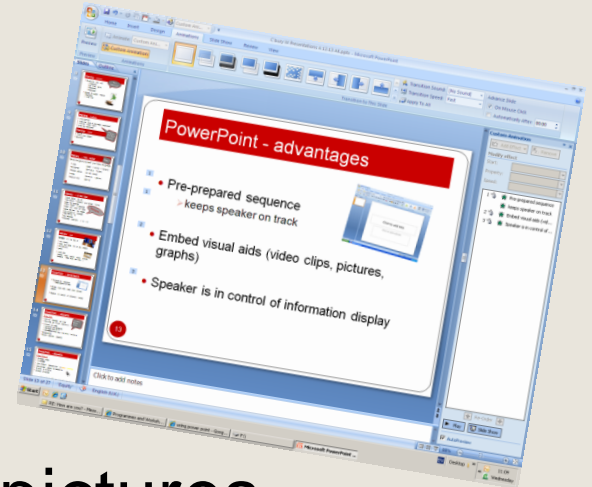
A different
style

How could Yann improve his presentation style?

<http://www.youtube.com/watch?v=kqI-pvniD0s&feature=related>

Advantages of Slide Shows

- Pre-prepared sequence
 - keeps speaker on track
- Embed visual aids (video clips, pictures, graphs)
- Speaker is in control of information displayed



Etiquette

The Dos

- One key message per slide
- One slide per minute (approx.)
- Minimum of words
 - Use the language on the slide
 - Use larger fonts (24 +)
 - Use readable fonts (e.g. Arial, Calibri, Verdana)
- Be consistent
- Explain graphics, diagrams



Accurate
Brief
Clear

Etiquette

The Don'ts

- Overload slides
- **Mix** FONT *styles*
- Use unreadable 'backgrounds' or colour schemes
- Use graphs as decoration
- Overuse animation and sounds
- Read the slides

■ **Keep it simple: avoid distractions**

Well....?

*This doesn't
really work*

Suggestions for Improvement

- How many presentation issues can you identify in the following slide?

Other 'tips'

- Don't Forget details, one is permitted to utilise memory aids in order to support your delivery
- You can ask questions
- Patience
- honesty ,Keep calm
- When inserting a hyperlink make sure that it is live, i.e. you can click on it www.kent.ac.uk

It is not a good idea to write long sentences. But if you absolutely have to. Then at least get the punctuation. Right ?

- ❖ When using bullet points, are you consistent?
 - Don't indent for no reason at all, unless this is a sub point.
 - Overcrowding of slides

FEARS

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



➤ **FEAR** *can be energising*
(attempting something new - a challenge)

Handling questions

- Be prepared
- Questions are an opportunity
- Listen carefully
- Repeat question so that everyone can hear
- Answer concisely
- Take questions from around the room
- Remain resolute and in control
- Don't ramble on or invent answers



Positive Thinking

- Helpful, supportive friends
- Anxiety? Rescue Remedy
- Ask for help
- Be positive about errors
 - reflect - get feedback - learn - improve
- Opportunity to practise in a safe environment
- Practice with a SLAS adviser



Anyway ... what's the worse that can happen?

In summary:

- Have a plan
- Use a logical, structured approach
- Keep it audience friendly (visuals/sounds)
- Rehearse (timing!)
- Try to relax
- Maintain a clear delivery
- Know your material
- Be prepared for questions

Breathe and enjoy!