



Presentation Skills

STUDENT LEARNING CENTRE

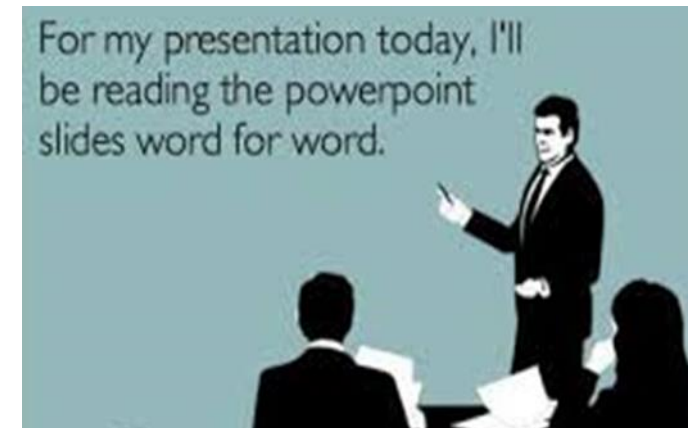
Two Most Important Elements to Delivering a Great Presentation:

- ▶ Preparation/Planning
- ▶ Practice



A PowerPoint Presentation should:

- ▶ Be Simple
- ▶ Convey a clear and meaningful message
- ▶ Use quality visuals



Steps in your Planning




1. Presentation Topic
2. Preparing your Structure
3. Preparing your Slides
4. Preparing yourself
5. Delivering your presentation

Planning

1. Planning your Presentation Topic

- ▶ What is your brief asking you to do?
- ▶ Who is the audience?
- ▶ What do they know about the material?
- ▶ What do you want them to learn?



“BY FAILING
TO PREPARE,
YOU ARE
PREPARING
TO FAIL.

— BENJAMIN FRANKLIN

Planning

2. Preparing your structure

- ▶ Write your presentation script (or notes to help prompt you)
- ▶ Organise your structure into introduction, body, and conclusion
 - ▶ Also need to add in Reference slide
- ▶ Identify the main points (Consider Time Limit)
- ▶ Decide which of the main points will require a visual for clarity

Planning

3. Preparing your slides

- ▶ Introduction & Conclusions Slides
 - ▶ Clearly state what your presentation is about and introduce your topic or argument in your intro and summarise key points in concluding slide.
- ▶ Make your slides clear and concise
 - ▶ Only include vital information and keep extra points on your notes
 - ▶ 1 message per slide
- ▶ Graphics
 - ▶ Include images and graphs to convey important messages

Planning

3. Preparing your slides



- ▶ Colour
 - ▶ Don't be afraid to use colour; It makes your slides more interesting and engages the audience more
- ▶ Font and Size
 - ▶ Use a large, simple font e.g. Century Gothic, Calibri, Times New Roman Size 18, 20, 24 etc.

Bad font choices:

- This font is too small

- This font is too large

- *This font is too fancy*

- This font color is hard to read

- this font doesn't line up

- very well with the other lines
 - Making it very hard to read

Does this look good?

A Really Really Important Slide

- This is the most important piece of information that I want to give you, so I'm going to put it in a PowerPoint bullet that you'll never read.
- And here is another important piece of information that I think you should know about my awesome product and company. Too bad you're talking to your neighbor instead of reading this PowerPoint slide
- Oh did I also mention that this very important piece of information is instrumental to our competitive advantage?
- And if you thought that was great, wait until you learn about our patent-pending process for printing money
- If that has you excited, wait until I tell you about another really cool bridge that we plan to purchase with the money you give us.
- Our competitors have no idea what they are about to see because we are sooo cool we can fit 500 words on a single PowerPoint slide
- If we don't turn \$500,000 into \$500 Million in 3 years, we'll say we're sorry we burned through all your hard earned money, but at least we tried.

What about this?

Wearable Tech PowerPoint Slides



Sample text

This is a sample text.
Insert your desired text here.

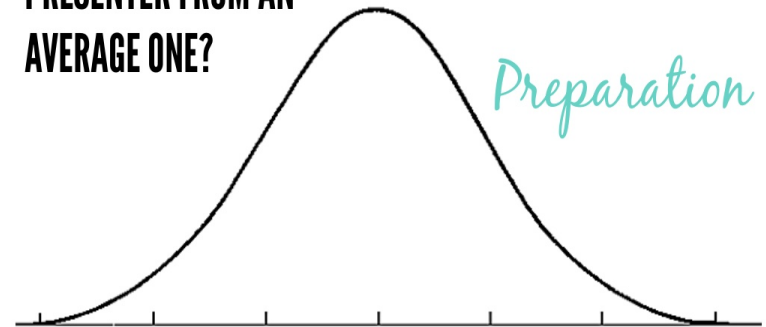


Planning

4. Preparing yourself

- ▶ Are you clear on what you want to say?
- ▶ Where are you presenting? – How large is the room, do they have a projector etc.
- ▶ Have you rehearsed enough?
- ▶ What things would help make you feel more comfortable e.g. clothes, a clicker etc.

WHAT SEPARATES AN
EFFECTIVE
PRESENTER FROM AN
AVERAGE ONE?



Timing

- ▶ Approx. 60 secs per point/slide
 - ▶ Split your time according to your main points e.g. more time for more important points etc.
- ▶ STICK TO THE TIME!
- ▶ Practice and time yourself
 - ▶ Cut the slides down if you can't fit it into the time



Fear of Presenting

- ▶ 74% of people fear public speaking
- ▶ Ranked no.1 fear in a survey
- ▶ Same autonomic nervous system response when life is threatened
 - ▶ Fight or Flight system – dry mouth, adrenaline, shaking, shaky voice sweating, increased heart rate.
 - ▶ Must activate parasympathetic nervous system – slow breathing and heart rate, minimize perceived threat through biofeedback
 - ▶ Take deep breaths, sip some water, get fresh air if feeling overwhelmed etc.



Why am I so nervous?

► Examples of what we might be thinking?

- Will I look or sound nervous?
- Will I mess up what I am trying to say?
- Will I get a mental block?
- Will people sense I am not confident?
- What will people think of me?
- Past failures!



Visualization & Goal Rehearsal

- ▶ Go into the room beforehand and stand-up at the top to see what it's like.
- ▶ Imagine your peers in their seats.
 - ▶ See a variety of reactions. See bored people. See interested people
- ▶ Imagine yourself speaking clearly and looking relaxed.
 - ▶ Imagine how you will be e.g. sitting or standing, what you will be wearing etc.
- ▶ Imagine someone asking a question and you responding well.
- ▶ Imagine how relieved and accomplished you will feel after the presentation.



Let's think of an example...

- ▶ What things would I imagine if I was preparing for an interview?

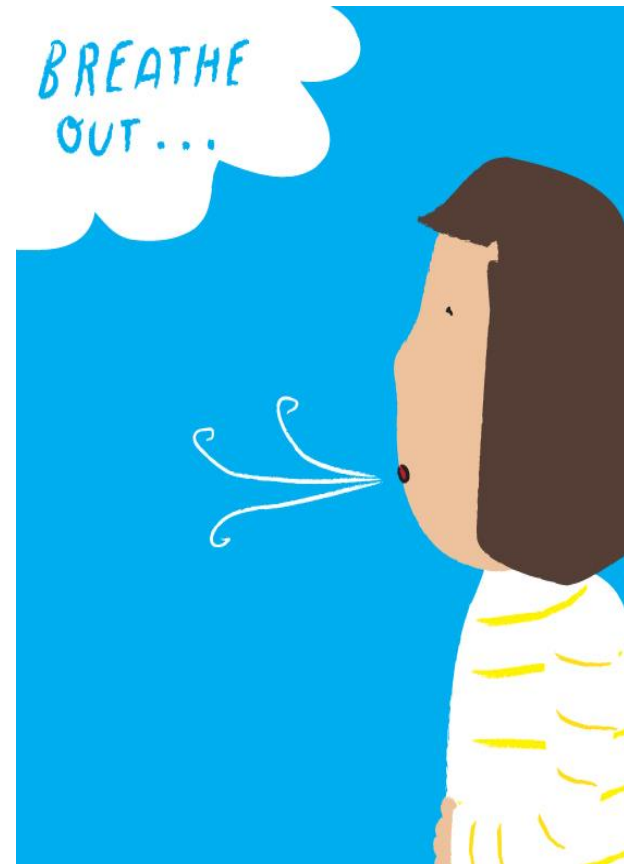


Shaky Voice



- ▶ Pause, smile, take a drink
- ▶ Take a breath and ground yourself
- ▶ Slow down
- ▶ Speak next sentence
- ▶ strongly

Let's Practice



Confidence



FAKE IT

- ▶ Stand tall, open your chest
- ▶ Gestures
- ▶ Move around
- ▶ Vary tone
- ▶ Smile!(facial Feedback)
- ▶ Make eye contact



Awkward Questions

- ▶ Stall - "That's a great question", "Thank you for your question"
- ▶ Be honest if you don't know
- ▶ Point to where they could find that information if you know
- ▶ Offer to source the information for them e.g. 'I can find that out for you and get back to you'



Take Away Points

- ▶ Preparation is key
- ▶ Practice, Practice, Practice
- ▶ Reframe anxiety
 - ▶ Fake it until you make it!
 - ▶ Use techniques to help you feel calmer

