

Making Oral Presentations

ECGE4001R

Aims of the lecture

- To discuss the value of making presentation.
- To help you feel more confident and in control prior to your assessed presentation.
- To introduce poster presentations.

Assessment 2 for ECGE4001R

- Ten-minute individual presentation on a topic of the student's choice related to their own academic and/or professional skills development

Why are we assessed via presentations.

- Developing your ability to speak to an audience is one of the greatest benefits you'll ever get from your time in HE.
- Transferable Skills
- Personal Gain

How to give a good presentation.

- For many people, giving an oral presentation can be a daunting prospect.
- The key to a good presentation lies in preparation and rehearsal.
- The following are some guidelines for planning, preparing and practising your presentation.

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- When preparing for a presentation you will always need to consider the following before you start:
 - Subject
 - Length of time
 - Audience
 - Mode of delivery

Task.

- Consider the four aspects for your assessment 2 for ECGE4001R. Have a think and write down what you think are the following.
- Subject
- Length of time
- Audience
- Mode of delivery

- ECGE4001R Assessed Presentation.
- Subject - Your choice related to their own academic and/or professional skills development
- Length of time - 10 minutes individual
- Audience - Peers and Assessors
- Mode of Delivery - Electronic Poster Presentation (via Powerpoint).

The audience.

- During your degree you might be asked to present with a specific audience in mind.
- It may be for a academic conference, with academic peers and esteemed academic colleagues as the target audience.
- Or it may be that you are asked to design a campaign based presentation aimed at raising awareness to parents.

Questions you need to ask yourself about your audience.

- What will they know of your subject?
- What background information do you need to provide?
- What technical terms or complex matters will you need to explain and what can you assume they already know?
- How can you keep them interested?
- What questions might they ask?
- Will your presentation be marked? If so what are the marking criteria?

PREPARING

- THE INTRODUCTION
- Introduce your presentation with a brief overview of the points you will cover, locating the topic in its wider context and clearly stating your argument. Describe what the presentation is about and how it will develop, for example:
- Introduce yourself also

- *"The points that the presentation will focus on are"*
- *"The central aim of the presentation is to...."*

Your audience.

- It is important to consider the audience when presenting as this will influence your content, vocabulary and style of presentation.
- Keep it professional at all times not matter what your audience.
- However, ask yourself if your presentation is set an appropriate level to your target audience.
 - You do not want to give your audience a headache as the presentation is too academic in tone (if this is not the target audience).

Your introduction

- Introductions are your opportunity to gain your audience's interest.
 - Get them INTERESTED!
- *A startling fact*
- *A pertinent question*
- *An interesting statistic*
- *A dramatic visual aid (for regular PowerPoint presentations)*
- TIP – avoid telling a joke unless you know its going to work. If it falls flat, so will your confidence

As an example

- Target Audience - North Wiltshire NHS.
- Presentation Title - How Do We Improve Concordance In Exercise For Those With Chronic Conditions.

Example 1

- According to research some 70 percent of people with chronic illness drop out prescribed exercise activity within a month of starting a treatment.
- Patient withdrawal cost the NHS millions of pounds a year.

Example 2

- The title of the presentation has asked me to examine how to Improve Concordance In Exercise For Those With Chronic Conditions.
- Now any health psychologist who feels passionately about the well being of people will refuse to answer such a question. I am not interested in people turning up and going through the motions which is what concordance implies. I want to see people WANTING to go the next session, I want to see an open dialogue between patient and therapist, I want to see a tenacity, desire and determination for them to keep going.
- I want to see them ADHERE and not just concord.

Main Body

- Decide the main ideas you want to get across and group them into logical and coherent chunks of information.
- Keep focused on what is important
- Ensure key ideas stand out

Main Body

- Keep relevant and to the point
- Omit waffle and trivial details
- Provide the necessary evidence to support arguments
- Use clear examples to illustrate points

Main Body

- Use connective devices to get from point to point (signposts), for example:
 - *“From this we can see that...”*
 - *“As a consequence...”*
 - *“On the other hand it was also true that...”*
 - *“This exemplifies the point in that...”*

Main Points

- Only use 3 to 5 main points.
- Logical progression
- Dates
 - link key dates together
 - chronological framework.

CONCLUSION

- Conclude by briefly summarising everything you have covered, briefly describe your journey from the start of the presentation to the end. For example:
- *"So we can see that...."*
- *"It was intended to demonstrate how....results confirmed that....and so...."*
- TIP – Be prepared for questions but if you cannot answer them don't be thrown. Think of some strategies to handle any tricky ones.

Referencing

- As with writing, please reference thoroughly.
- Refer to your referencing guidelines.
- For Regular PowerPoint presentations, have your last slide as a “Reference List”.
- Reference all pictures / graphs etc, but just include in the reference list.

Do not do this



http://i.dailymail.co.uk/i/pix/2010/03/11/article-0-08AD3D26000005DC-63_233x347.jpg



http://news.bbc.co.uk/media/images/38672000/jpg/_38672897_morrisons150.jpg

VISUAL AIDS

- Keep them simple and uncluttered
- Avoid too many words on slides and use key words not whole sentences
- Don't use too small a font
- Make statistics digestible
- Charts or graphs can be a good way of conveying a message
- TIP – Make sure that YOU understand what it is you are trying to say, then try it out on others if possible

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- Make sure it is readable (dark background, light writing or vice versa).
 - Test it out.

Visual Aids (for non Poster Presentations).

- Keep number of points per slide to a minimum.
 - 4 Bullet points per slide is considered norm, but there is no standard “rule”
- Keywords demonstrates understanding
- Pictures also
- Simple often best.

Darwin

- Common descent.
 - All organisms are descended from some unknown ancestor.
- Natural Selection
 - Survival of the Fittest



Eye Contact

- Look at your audience
 - focus for a split second on many faces
 - rather than for a long period on one - your friends may start pulling faces!
 - If you focus for too long on one face they may become uneasy with being stared at. You will also become more nervous.
- Move your eyes around the audience
 - Are they asleep or are they listening?

Pace, Pitch and Power

- Vary your pace of delivery
 - slow down for important key points
 - speed up to encourage enthusiasm
- Pitch
 - keep you audience awake
 - Remember your boring monotone teachers at school!

Pace Pitch and Power

- There are times when you really feel strongly about a subject area
 - Use the power with your voice to highlight your interest

BODY LANGUAGE

- Folding arms looks defensive
- Avoid nervous gestures such as clicking pens
- Try and make eye contact with people in the audience, don't stare to the back of the room and don't keep looking down at your notes
- To note overly rely on looking at powerpoint.

PRACTISING

- Use family, friends or a mirror to practise presenting
- You will present more confidently if you feel prepared
- Make sure you have everything you need before hand, for example:
 - Is there a projector available?
 - Right format of Powerpoint.
 - Have you got any other equipment you may need (e.g. flip chart, pens)

ANXIETY AND NERVES

- Most people feel anxious about speaking in public. It is therefore perfectly natural and understandable that you may feel apprehensive about giving a presentation. However if you have followed the points above you should already feel better than someone who is less prepared.
- To reduce anxiety on the day consider the following points:
- Cards make less noise in shaky nervous hands than loose A4 sheets!
- Know the room and the equipment
- Take deep breaths and consciously slow down your speech
- Arrive in plenty of time to get prepared

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- You will generally feel far more nervous than you actually appear - so don't worry about the audience noticing your anxiety
 - Don't be afraid of silence, if you lose your trail of thought look at your cue cards and start again, the time lapse will be far more noticeable to you than to the audience
 - TIP - presentations generally last no longer than 10 minutes at undergraduate level, just think of it as a stage performance. Even if you are not feeling confidence, pretend that you are!

What Else Should I Consider?

- Eye contact
 - Give time for audience to consider your remarks
- Pausing between ideas or statements
 - Breath at all times!
- Gestures - if appropriate
- Use of resources
 - PowerPoint, internet, handouts etc.

Powerpoint

- Use a clear font with a large size - simple is often best.
- Use Keywords
- Light Font with Dark Background or Vice Versa.
- Powerpoint Animations?

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- If you feel it is more effective/appropriate give audience handouts.
 - References at the end (last slide).
 - Ask for questions.

Key Words

- Explain key words
 - define before you use them in context
- Use simply and appropriate illustrations to explain complex ideas
 - Examples to support your argument
- Repetition of the key points during your conclusion

Consider the Following:

- Pronunciation
 - practise long or unusual words
- Enthusiasm
 - show your interest in the subject area
 - allow a certain amount of enjoyment to show

Confidence

- Lack of confidence
 - moving your feet
 - looking at the floor
 - speaking very quickly
- scruffy notes
 - long notes you may get LOST
 - short notes with key points or ideas support your confidence levels immensely

Lastly - Enjoy!

- Smiling is important
 - if you smile the audience smiles
 - if the audience smiles you feel more relaxed
- Enjoy the process
 - by the end of three years you will be a professional at presentations!

Group Presentations

Group Presentations

- At times during your degree you might be asked to prepare and present a group presentation.
- These can be more formal and assessed or sometimes they can be part of a lecture task and not assessed.
- Group presentations are situations in which more than one speaker collaborate on both the work presented and on its presentation.
 - Place specific demands on all participants.
 - But also share many of the demands of the individual format.

Good Group Presentations

- Take and share responsibility.
- Finding strategies to manage group disagreement and solve problems with any participants.
- Effective communication comes from making the best use of individuals' abilities.
- Also by allowing each member the chance to develop their weaker skills.
- Preparation is key and this can bring about its own challenges.

Poster Presentations

You will be asked to conducted an assessed poster presentation

- Many Psychology conferences are conducted through using poster presentations.
- Presenting research.
- This will be part of your assessments during your time here.
 - It will be clearly indicated.

Not this type of poster



What happens during a poster presentation.

- You will be asked to research and prepare a topic with a poster as a visual aid.
- During the course of your degree you might be asked to design and present a poster (A1 sized paper of your work) or an electronic e-poster (1 PowerPoint slide synthesising your work).
- You will then be required to present for the allotted time.
- After a period you may be asked questions from the audience / assessor.

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- You may have to answer questions.
 - Either related to the Poster itself, or your content.
 - So be prepared

Preperation

- Physical Posters will normally be A1 sized paper, electronic posters will be 1 slide of PowerPoint.
- Use the space.
- Don't crowd the information.
- Use the computer if your not an artist.

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- Use pictures and keywords
 - Provide a handout
 - References - maybe use the handout to your advantage.
 - Fine balance between too much and too little information.

Some useful web links in relation to Poster Presentations.

- <https://www2.le.ac.uk/offices/ld/resources/presentations/designing-poster/designing-poster>
- <http://www.gcu.ac.uk/gsbs/ldc/studyskills/posterpresentations/>

Good vs Bad Presentations.

- <https://www.youtube.com/watch?v=ATfY8dvbuFg>
- <https://www.youtube.com/watch?v=5utoLhjUuAI>

References

- Van Emden, J., & Becker, L. (2004). *Presentation skills for students (Palgrave study guides)*. Basingstoke: Palgrave Macmillan.
- Available in Library - Swansea, Carmarthen and Online Library.

Task

- For the remainder of the session, work in small groups and prepare 2 x 5 minute presentations (you need not do this on powerpoint, you can use hand written notes).
- One of the presentation is for an academic conference and the other presentation is aimed of parents of young children.
- Title.
- Discuss the impact of ADHD on the patients (e.g. children with ADHD) and family members.