



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

ECSO4003: Academic Study Skills

Academic Presentations 2023

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Presentations

- In Higher Education, we often ask you to complete a 'presentation' as an assignment.
- We do this for a number of reasons:
 - To assess your communication skills
 - To prepare you for future employability
 - To give you the opportunity to talk through your research with an audience

Presentations

- A presentation is a form of Communication
- In a presentation, you communicate a message to an audience in an integrated way by using
 - Voice
 - Images
 - Body Language

Presentations

- Being able to deliver a presentation is a key aspect to academia, and a skill that will support you in multiple job roles following the completion of your degree.
- It will support you to stand out at interviews.
- Practicing presentations will give you confidence to speak in meetings, panels, multi-agency settings.
- If you choose to move further with your studies, it will support the research elements of Masters and PHD, where you will need to explain and justify your research to a panel.



TASK:

I am taking you on your dream Holiday

Write down on a piece of paper:

- Where you would go
- Who you would bring with you?
- What 3 things would we do while we were there and why?

An aerial photograph of a tropical beach. On the left, there is a dense cluster of palm trees with green and yellow fronds. The beach is composed of light brown sand, with several large, dark brown rocks scattered along the shoreline. White, foamy waves are breaking onto the beach from the top right corner. The overall scene is bright and sunny.

TASK:

Please stand up and talk to me about your dream holiday!



So, How do you write
and deliver a
presentation?

Presentation Skills

- If you need to give a presentation, here are a few things you need to think about:
 - Your subject e.g.
 - What is the focus of the question, what must you include?
 - The length of the presentation e.g.
 - Is it going to be a 10 minute speech, or an hour long seminar?
 - Your audience:
 - Are you presenting to your tutor, fellow students, visitors or a large conference..

The Aim of your presentation

- Your subject e.g.
 - What is the focus of the question, what must you include?

Information

Engagement

Knowledge

Evidence

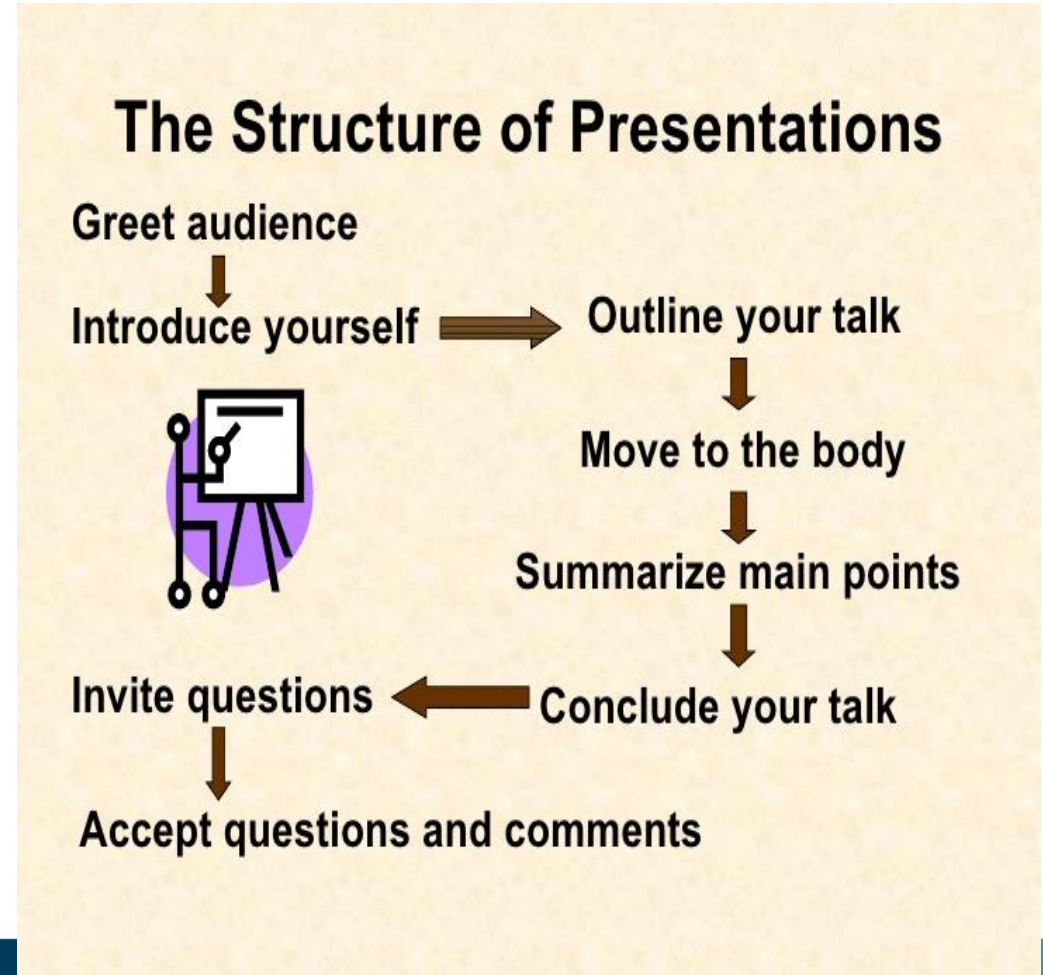
Professionalism

Presentation Structure

- A presentation is a bit like an essay, because you need:
 - An introduction
 - Discussion of the main points
 - A conclusion
 - References

Presentation Structure

- Introduction
 - Aims and Objectives
- Main Body
 - Split into Points
- Conclusion
- Questions and Answers
- Reference List



Structure for Your Presentation

- Introduction
 - What is the question/task
 - How are you going to cover the topic
 - Can you use a powerful quote to introduce your talk?
- Main Body
 - What is the question asking you to do?
 - Is there a reason?
 - Explain a bit more
- Conclusion
 - What did you learn from researching for this presentation?
 - Why is it important?
- References
 - Full references
 - You do not include these in your talk

Notes

- Keep them short and to the point
 - Avoid writing scripts
- Cards
 - Be careful avoid dropping them
- Bullet points

Presentation Skills

- Pace
 - Don't speak too quickly. If you are having to rush then you have too much information.
- Pitch
 - Varying the pitch of your voice can emphasise points and make your presentation more interesting
- Power
 - Take into account the size of the room and audience, the larger they are the more loudly you will need to speak

Presentation Skills

- Volume
 - Speaking at a higher volume can also be used to emphasise a point, grab people's attention or overcome noise from outside!
- Body language
 - Try to give the impression that you are relaxed (an 'open' stance)
 - Do not turn to face your poster/slides, face the audience
 - Hand gestures etc. can be used for emphasis

Presentation Skills

- Eye contact
 - Making eye contact will engage the audience
 - Try not to stare at one person but make eye contact with everyone (unless the audience is huge!)
- Use of notes
 - Your notes should help the presentation not hinder it
 - They should be clear and easy to read, use a larger font for example
 - Try not to 'read' from your notes
 - Don't be tempted to 'hide' behind your notes

Presentation Skills

- Involvement of audience
- Handling Questions and Answers
- Laughter!
- Jargon, Technical Terms & Names

Be Professional

- Dress smartly.
- Scruffy notes give the wrong impression
- Rehearse your presentation.
- It is good to practice both by yourself and with a friend.
- When you rehearse your presentation, time yourself
- Practice long and difficult words if you need to

Things to Remember

- Eye Contact
- Give time for your audience to consider your points
- Remember to pause between sentences
- Breathe!
- Gestures can be useful
- Resources can be useful e.g. PowerPoint, handouts, etc.

Avoid . . .

- Nervously shuffling your feet
- Looking at the floor
- Speaking too quickly
- Speaking too quietly
- Reading from your notes
- Over time, your confidence will increase and these common errors will become less of an issue.

Final Thoughts

- If you have a choice, pick a subject you enjoy and like to talk about
- The audience will see your enthusiasm and will be enthusiastic with you
- Don't forget to practice. If you fail to prepare, prepare to fail!
 - Smile!
 - Breathe!
 - Enjoy!

How to Read for a Presentation

Preparation for a presentation

- Preparation is the single most important part of making a successful presentation.
- It is an absolutely crucial foundation, and you should dedicate as much time to it as possible, avoiding short-cuts.
- Good preparation will ensure that you have thought carefully about the messages that you want (or need) to communicate in your presentation and it will also help boost your confidence.

Think about how you want to present your presentation

- Images/photos
- Flip chart
- PowerPoint Presentation
- Props
- Audience participation
- Cue cards.

Visual Aids

- Visual Aids within your presentation can help to:
 - Separate your work
 - Act as prompts
 - Set a visual tone
- But remember, we are asking you to deliver an ACADEMIC presentation.

How Not to Use Visual Aids – Film Clip



Academic Presentation

- This is an Academic Presentation so
 - Reference
 - Reference
 - And if in doubt . . .
 - Reference
 - EVERY slide needs a reference
 - (Author, year, p.x; Author, year, p.x.)

Exemplar Presentation:



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

EC SO4003

Academic Study Skills

Why are dogs better than cats?



Laura Jenkins
1805211

Introduction

- This presentation will explore why dogs make a better pet than cats in the modern world, by demonstrating the companion relationship that Assistance/Guide dogs can offer to those with disabilities or poor mental health.
- This presentation will consider the Equality Act 2010 to demonstrate the legislative component and the Theory of Social Constructionism to demonstrate the theoretical standpoint of Assistance/Guide Dogs

Main Points You are Going to Cover

- Point 1
 - 'Direct quotes' (Author, year, p.x).
- Point 2
- Point 3

Title of Main Point 1

- Point 1
 - 'Direct quotes' (Author, year, p.x).
- Point 2
- Point 3

Title of Main Point 2

- Point 1
 - 'Direct quotes' (Author, year, p.x).
- Point 2
- Point 3

Title of Main Point 3

- Point 1
 - 'Direct quotes' (Author, year, p.x).
- Point 2
- Point 3

Reference List/Bibliophagy

- Jafkjas;fjasd;lkfj
- Jfl;kasdjfklsdjflksdjf
- Flkdjf;lkasdjflkl;asdjflkl;

Reference List (Continued)

Presentation Voice Over and Recordings

Presentation Skills

- Making a presentation is only step 1 in process in presentations, the second part is how you deliver that presentation.
- So far, we have looked at how to deliver a presentation in the room.
- For Assessment 2 you are required to do a VOICE OVER for your presentation.

A microphone and a keyboard are visible in the background, which is blurred. The microphone is positioned diagonally across the frame, and the keyboard is partially visible on the left side.

Applying a voice over

Applying a voice over

- Open the PowerPoint file that you want to add voice over to.
- Go to the slide that needs narration.
- From the menu, choose Insert > Audio > Record Audio.
- Enter a name for the recording.
- Click the red recording dot to start recording.
- Narrate the voice over for the slide.
- Click Stop when you finish the recording.
- Repeat the steps for other slides if needed.

TASK!

1. Open PowerPoint
2. Make a Slide
3. Make a voice over
4. Practice, Practice, Practice!

Recording a Video

Recording a Video

- There are two options for recording a video
 - Recording directly on PowerPoint
 - Recording on Teams



Recording a Video: PowerPoint



- On the toolbar ribbon you will see a 'record' button.
 - This is an embedded feature on PowerPoint
- This feature will walk you through HOW to record yourself and show you all of the creative features that you can use to edit your presentation.
- Be aware that this will record you and take up a small amount of space on your slide.
- This will also make the file size VERY large.



Recording a Video: PowerPoint TASK!



- Practice making a video on PowerPoint



Recording a Video: Teams



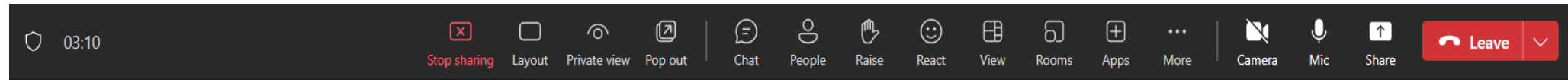
1. Once you have finished making your presentation slides, ensure you save your PowerPoint on your University One Drive.
 - Have you set this up on your computer?
 - If not, let's do this now.
2. Open Teams Calendar
3. Click 'Meet now' -> 'Start Meeting'
4. Make sure your Camera and Audio are on and 'Join' the meeting.
 - You do not need to invite anyone to the meeting
5. Open your PowerPoint, in the toolbar ribbon click on 'Present in Teams'
 - Your PowerPoint will appear in your teams meeting.



Recording a Video: Teams



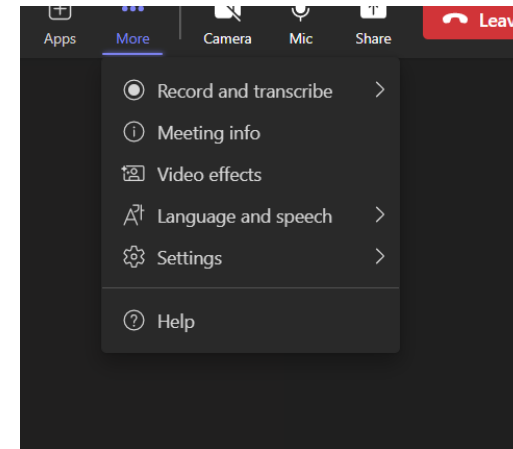
6. In Teams, your toolbar ribbon will now look like this:



- Click on the three dots

7. Click record and Transcribe.

- This will start recording you and your presentation
- Be mindful that you will start recording quickly, so be ready to go!



Recording a Video: Teams



8. Once you have finished recording your presentation, repeat the process but click 'stop recording'.

9. This will now save in your Teams chat, where you can then save your video to your OneDrive.



Recording a Video: Teams TASK!



- Practice making a video on Teams





Uploading your presentation to Turnitin

Uploading your presentation to Turnitin: PowerPoint

- This is an **IMPORTANT** step, please follow these instructions carefully when submitting your work.
- Turnitin does not allow you to submit voice overs or videos
 - The file is too large
- You need to save your FINISHED PowerPoint as a PDF.
- You need to submit the PDF version of your PowerPoint to the Turnitin Submission Link

Uploading your presentation to Turnitin: PowerPoint

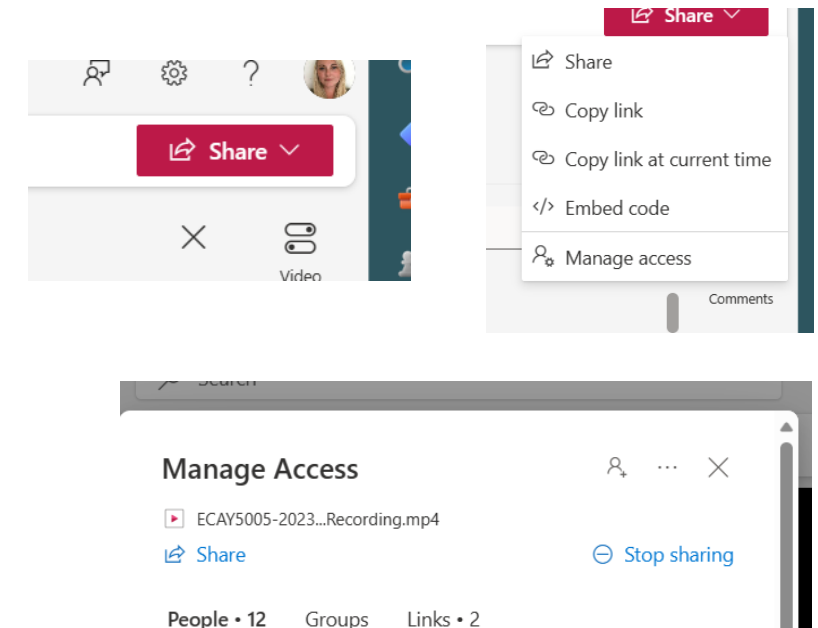
- If you have created a voiceover or video in PowerPoint:
- Email the file to your tutor BEFORE the submission deadline.
 - Ensure that you include the moderators for your course.
- For this Module you need to email:
 - Laura Jenkins: l.jenkins@uwtsd.ac.uk
 - Ken Dicks: ken.dicks@uwtsd.ac.uk
 - Caroline Lohmann-Hancock c.lohmann-hancock@uwtsd.ac.uk
 - You can also start typing our name into your outlook and our email addresses will appear.

Uploading your presentation to Turnitin: Teams

- If you have created a video Presentation in Teams:
- You STILL need to submit your presentation as a PDF.
- You need to save your FINISHED PowerPoint as a PDF.
- You need to submit the PDF version of your PowerPoint to the Turnitin Submission Link

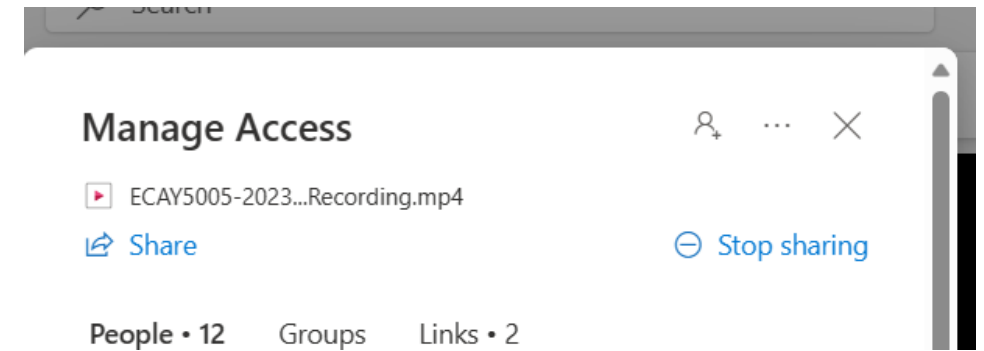
Uploading your presentation to Turnitin: Teams

- If you have created a voiceover or video in Teams:
- Open the video in Stream by clicking the three dots next to the finished video.
- You need to click the 'share' button
 - Then click on 'Manage Access'
- At the top you will see a small person with a + Icon
- Then add your tutor and moderators
 - Laura Jenkins
 - Ken Dicks
 - Caroline Lohmann-Hancock



Uploading your presentation to Turnitin: Teams

- You then need to share this with your tutor and the moderators
 - Laura Jenkins
 - Ken Dicks
 - Caroline Lohmann-Hancock
- I will email you letting you know I have received your link and that I can access it.



TASK

- Practice saving your PowerPoint as a PDF
- Email me a voice over PowerPoint
- Share the Link for your teams recording.

Practice, Practice and practice some more!



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives

References

- Harris (2006) 'Presentation Skills' Available at <https://www.jobs.ac.uk/careers-advice/interview-tips/3/presentation-skills> Accessed (24/11/2018)
- University of Leicester (No Date) 'Presentation Skills' Available at https://www.le.ac.uk/oerresources/ssds/presentationskills/page_17.htm Accessed (24/11/2018)
- Uni Junkee (2017) *Twelve Memes that Accurately Describe Uni Life* Available at: <https://junkee.com/twelve-memes-that-accurately-describe-uni-life/129993> (Accessed 06/09/2023)