

Essential Skills: Present!

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

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Learning Outcomes

In this session you will:

- Learn how to effectively turn your notes into presentation slides,
- Develop your ability to reduce text on slides,
- Practise presenting to support your public speaking skills



This session will be relevant to your future assessments in your modules as well as in your future interviews and professional job roles.

Which presenter would you rather listen to and why?



Benefits of Effective Communication in the Workplace

- Effective communication is an essential skill in modern organisations because it helps employees share information accurately and efficiently. Good communication can improve teamwork, increase productivity, reduce misunderstandings, support decision-making processes, enhance customer satisfaction, and contribute to a positive workplace culture.
- Communication can take many forms, including verbal communication, written communication, non-verbal communication, presentations, emails, reports, and digital communication tools. Research suggests that organisations with strong communication practices often experience higher employee engagement, improved performance, and better business outcomes.
- Developing communication skills is therefore important for students and graduates entering professional environments.

Effective Communication

Communication drives collaboration.



Think individually (1 minute)

Discuss with neighbour (2 minutes)

Share ideas (5 minutes)

What Makes a Good Presentation?

Why do people put too much text on slides?

Discuss in pairs, aim to list three possible reasons.

Five rules to remember

Rule 1

Slides support the speaker.
Not - Slides replace the speaker.

Rule 2

Audience reads or listens.
They struggle to do both simultaneously.

Rule 3

One idea per slide.

Rule 4

Use notes for detail.
Use slides for structure.

Rule 5

Images trigger stories.
Text triggers reading.

Effective Communication

Communication
drives
collaboration.



Turning Notes into Slides

Staying cool in summer

Staying cool during a heatwave involves a combination of behavioural adaptations, environmental modifications, and building design strategies aimed at reducing heat exposure and improving thermal comfort. Urban households, particularly in vulnerable regions, often rely on personal behaviour changes such as using fans, accessing water

- **Activity 1** – In small groups, read the document ‘Staying Cool in Summer’ available on Moodle in week 4.
- **Create** a 3-slide presentation using PowerPoint

Share and reflect

Share your short presentations with your lecturer.

Reflect:

- What did your group remove from the information?
- What points did you keep?
- Why did you make the choices that you did?

The art of presenting

Connect -
Maintain
eye contact

Keep pace -
Have a clear
structure

Analyse-
Explain why
your points
are relevant
to the
audience

Be heard –
Speak
clearly and
sound
natural

**Engage
your
audience –**
Ask a
question to
your
audience

Project Pitch

Creating a project pitch with impact

Student should focus of three key points of information when presenting their pitch for a final year project.

The Problem

The Project

Why It Matters

These three points will allow a student to explain to a supervisor: their area of interest, what they are going to do in their project and why it is worth doing.

Example 1

BUSINESS PROJECT

Investigating the
impact of hybrid
working on
employee
retention in
UK SMEs

Slide 1 – The Problem



Slide 2 – The Project



Slide 3 – Why it matters



Example 2

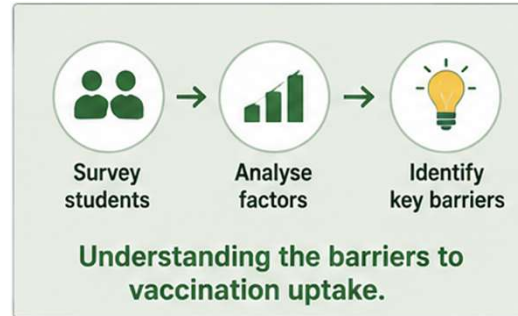
HEALTH PROJECT

Exploring barriers to vaccination uptake among university students

Slide 1 – The Problem



Slide 2 – The Project



Slide 3 – Why it matters



Example 3

Slide 1 – The Problem

COMPUTING PROJECT

Developing an AI-based phishing detection tool for small businesses



Slide 2 – The Project



Slide 3 – Why it matters



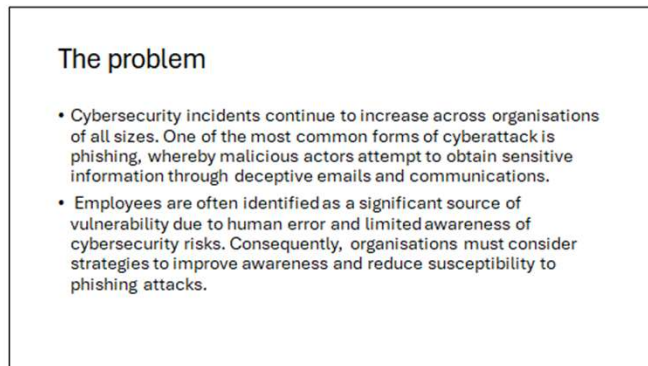
Stronger security.
Lower risk.
Business continuity.



Improve and present



1



2

Activity 2 – Download a **Project Pitch** PowerPoint file from Moodle Week 4.

- Each slide set is aiming to explain a final year project pitch. **Choose one** project pitch
- **Edit** and **improve** the slides, remembering the 5 rules discussed earlier.
- **Prepare to present** your version of the slides to a peer, your lecturer or the whole group – whichever you feel most comfortable to do.



Present your slide

Allow your peers the space and support to present their slide.

Give constructive feedback to each other that will build confidence and support development.

Reflect



- What did you find easy about the activities today?
- What did you find challenging today?

Set yourself a target – what skill would you like to develop further?

Personal Progress Padlet

There are **no formal assessments** within 'Essential Skills' classes but you are encouraged to keep your Personal Progress Padlet.

Note down in your Personal Progress Padlet:

- What have you learnt today?
- How will you use this new skill?

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