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University of Wales
Trinity Saint David

Essential Skills: Present!

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

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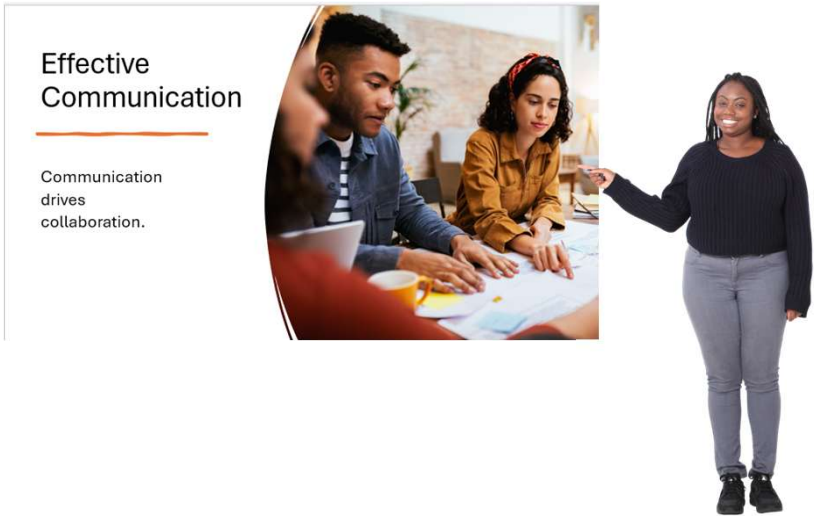
Learning Outcomes

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 from only an image to support your public speaking skills

This is 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?



<u>Think</u> individually (1 minute) <u>Discuss</u> with neighbour (2 minutes) <u>Share</u> ideas (5 minutes)

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What Makes a Good Presentation?

Why do people put too much text on slides?

Discuss in pairs, aim to list three possible reasons.

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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.

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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

- **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

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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?

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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

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Improve and present

Activity 2 – Download the Cost-of-Living PowerPoint file from Moodle Week 4.

- **Select** one key idea from the information to communicate to your audience.
- **Edit** and **improve** the slide.
- **Prepare to present** your version of the slide to a peer, your lecturer or the whole group – whichever you feel most comfortable to do.

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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.

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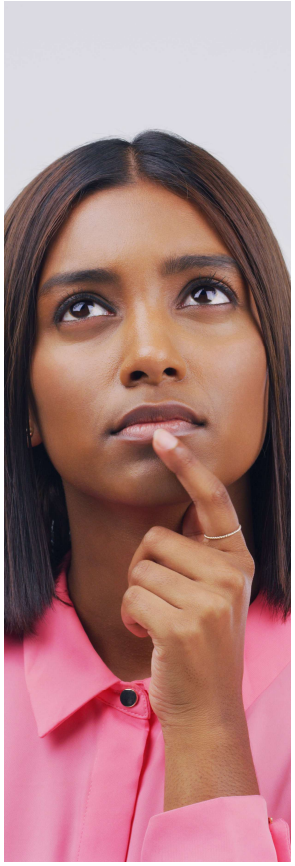
Reflect



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

<u>Set</u> 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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