



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

200
1822 - 2022

Man Geni Addysg Uwch yng Nghymru
Where Higher Education Began in Wales



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Asynchronous Learning – Presentation Workshop

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Foreign Languages & Cultural Awareness (BMIH5003)

Content

- What makes a good presentation?
- Common mistakes in presentations
- Creating effective visual aids
- Effective presentation techniques
- Referencing and Academic Support

Presentations

- What makes a good presentation?
- Planning your presentation

Presenting is a skill...
...developed through training
and experience

“Great speakers aren’t born,
they are trained.”

Why Give A Presentation?

Three Main Purposes:

- Inform
- Persuade
- Educate



What Makes a Good Presentation?

- Cohesive structure
- Know your audience!
- Use the art of storytelling
- Use of visuals
- Good body language
- Clear speech/eye contact with audience



Common Mistakes in Presentations



Avoiding eye contact with your audience



Using too many colours, images, or inappropriate fonts



Too much text on each slide



Using images as a background so that the text is difficult to read



Reading aloud rather than speaking freely



Speaking incoherently

Causes of Anxiety

➤ Anxiety is a natural reaction to new experiences.

- Fear of the unknown OR loss of control
- Fight or flight mode
- No backup plan
- No enthusiasm for subject
- Focus of attention



Planning Your Presentation

- Determine purpose
 - What do you want to accomplish?
- Know your audience!
 - Success depends on your ability to reach your audience
 - Size
 - Demographics
 - Knowledge level
 - Motivation
 - Why are they attending?
 - What do THEY expect?

Creating Effective Visual Aids

- Designing Good Slides, Content
- Visual Aids

Designing Good Slides

■ Content

- If it doesn't add value, don't say/use it

■ Unveiling

- Is drama useful or necessary?

■ Colour

- Know your room and lighting
 - Dark room – use light font on dark background
 - Bright room – use dark font on light background

■ Subliminal messages

- Consider your audience and use carefully

Content

■ Purpose

- Complement speaker
- Talk $\neq$ technical report

■ Density

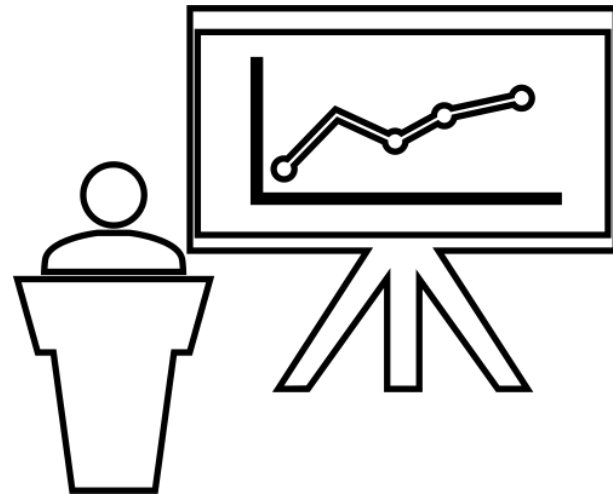
- 7-10 lines/page
- 4-8 words/line
- Test: Project a sample in the room, or in a room of approximately the same size as will be used in the real presentation

Visual Aids (1)

- To make, explain or identify a point
- To emphasise, clarify or reinforce a point
- To remind, summarise or review a point
- We remember –
 - 10% of what we read
 - 20% of what we hear
 - 30% of what we see
 - 50% of what we see and hear

Visual Aids (2)

- Enhance understanding
- Add variety
- Support claims
- Lasting impact



➤ Used poorly, however, they can be a distraction and lead to an ineffective presentation

Visual Aids (3)

PowerPoint/Canva slides etc.

Overhead transparencies

Graphs/charts

Pictures

Web links

Films/video

Flip charts

Sketches

Chalk or white board

- Tip: Use UTWSD's official (blank) presentation slides for a professional and clean looking presentation -> ask your lecturer

Summary: Visual Aids Should...

- Outline, explain, support main points
- Serve audience's needs, not speaker's
- Be simple and clear
- Supplement and support...
NOT DOMINATE!... the presentation



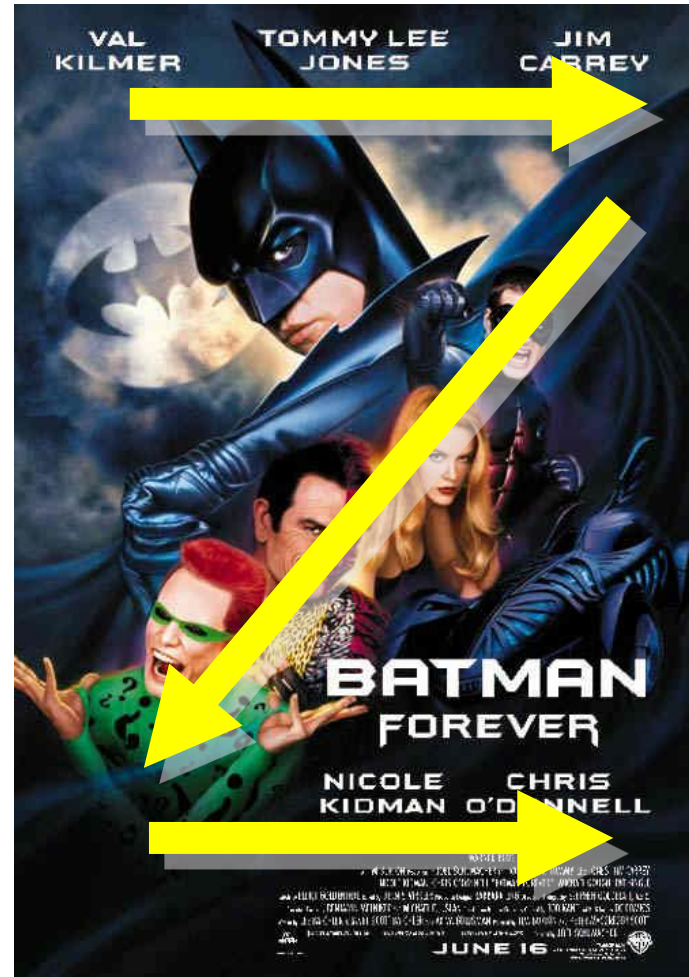
Be Visible

- Use Sans Serif fonts (fonts without feet)
 - e.g. Arial, Tahoma, Trebuchet, Verdana, etc.
- Titles should be 32-44 pt. font size, **BOLD**
- Text should be as large as possible
 - First level 24-32 pt font size
 - Second level 20-28 pt font size
 - Etc.
- Use colour wisely
 - Contrasting colours



Eye Movement – The “Z” Rule

- Upper left
- Upper right
- Lower left
- Lower right



Effective Presentation Techniques

- What Makes an Effective Speaker?
- Vocal Techniques, Use of Body Language, Scripts and Notes
- Common Problems

What Makes an Effective Speaker?

Control of information

The voice used

The right words

Use of body language

Prompts, scripts and notes

The right location

Useful and meaningful visual aids

Vocal Techniques

- Loudness
 - Will you be using a microphone?
- Pitch
 - Vary to make points
- Rate
 - Watch your audience
- Pause for effect
 - Allow time for message to “sink in”
- Deviate from the norm for emphasis

The Voice

- C:** Clear – the use of simple, easily understood words and phrases
- L:** Loud (enough) – it is important that everyone can hear you
- A:** Assertive – a bright and confident air born of knowledge of the subject and good preparation
- P:** Pause – it is essential to allow the listeners' time to digest what you have said

Use the Right Words

What you say, and **how** you say it, is the key to a successful presentation:

- **P** – state your position or point
- **R** – explain your ideas
- **E** – use examples
- **P** – restate your position or point

Use of Body Language

- Make eye contact, but move focus around the audience
- Use your hands, but don't go crazy
- If possible, move around, but slowly!
- Don't speak with your back to the audience
- Maintain good posture
- Make sure everyone can see you



Scripts and Notes



Learn and use a script for formal presentations to large groups



Small note cards, or PPT notes page, can be used, but FIRST write a script



Underline key words that will best remind you what you want to say



Use one card for each slide or topic



If possible, have someone else advance slides for you

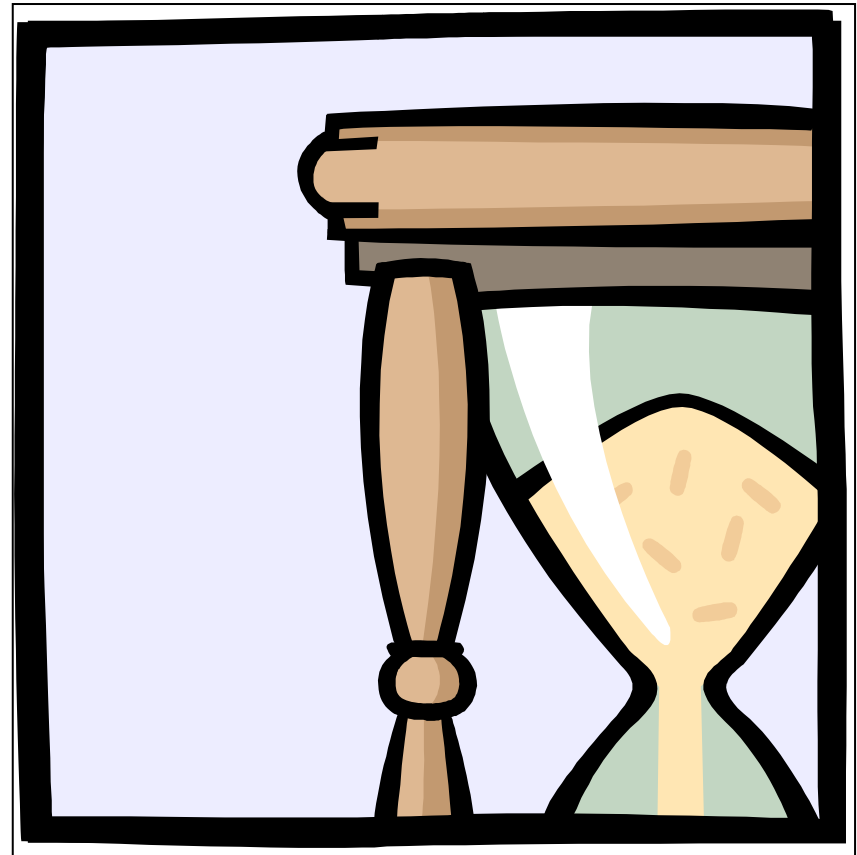
Common Problems

- Verbal fillers
 - “Um”, “uh”, “like”, “you guys”
 - Any unrelated word or phrase
- Swaying, rocking, and pacing
- Hands in pockets
- Lip smacking
- Fidgeting
- Failure to be audience-centered



Pauses

- Useful
 - Awaiting thought
 - Switching gaze
 - Reading slide
 - Reinforcing point
- Powerful
- Difficult



5 Presentation Tips



Smile



Breathe



Water



Notes



Finish on, or under time

Referencing

- Referencing Do and Don'ts
- Plagiarism and Academic Misconduct
- Academic Support

Reference List

- Provide a reference list at the end of your presentation (last slide)
- Present your references in alphabetical order
- Use in-text citations throughout your slides where applicable



Referencing: Do and Don'ts

Do

- Credible newspapers
e.g. The Financial Times
- Credible websites
e.g. Forbes, VisitBritain
- Credible magazines
e.g. The Caterer

Don't

- Wikipedia
- Tabloids
e.g. The Sun, The Daily Mirror
- “dodgy websites”

Academic Misconduct

- UWTSD has a strong commitment to academic integrity which reflects the University's core mission
- Academic Misconduct will not be tolerated in any shape or form
- If a submission is deemed suspicious, the student will be invited to a Viva prior to a potential investigation by the Academic Office (AO)
- Do not work in teams – if you are found to share your work with another student, you might also be investigated.



PLAGIARISM

Academic Support

InfoSkills

- Finding and using information
- Referencing and plagiarism

infoskills@uwtsd.ac.uk

Study skills support is available to all University of Wales Trinity Saint David students who need assistance with their studies.

- Academic writing
- Avoiding plagiarism
- Critical thinking
- Exam revision
- Planning and organisation
- Presentation skills
- Referencing
- Researching

studyskillsdistance@uwtsd.ac.uk

The image features a dense, 3D-rendered field of question marks. Most of the question marks are dark grey and are slightly out of focus, creating a sense of depth. In the center of the image, a single question mark is highlighted in a bright, solid yellow color, making it the focal point. Overlaid on this central yellow question mark is the text "Any questions?" in a clean, white, sans-serif font. The text is centered horizontally and vertically, with the yellow question mark acting as a visual anchor for the message.

Any questions?



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I look forward to seeing you next week.

If you have any questions in the meantime, please send an email from your [student account](#).

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