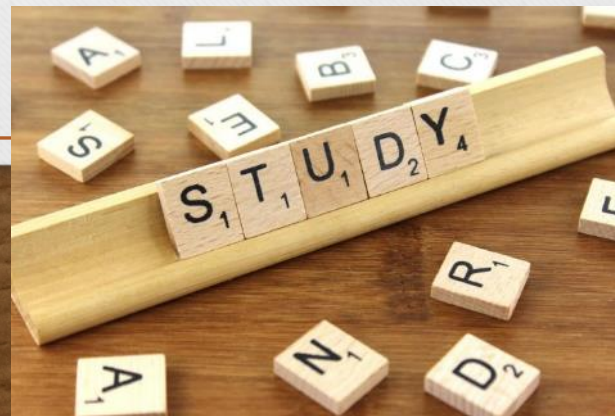




PowerPoint and Presentation Skills

Associate Professor Dr Caroline Lohmann-Hancock



Presentations

- 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..

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.)

Structure

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

Basic Structure for Your Seminar

- 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
 - Three Study Skills that are important for employability
 - Why are they important
 - How can you develop these on the course?
- Conclusion
 - What are your personal development action points
- References
 - Full references
 - You do not include these in your talk

Notes

- Short
- 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 more loudly 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!

References

- Harris (2006) 'Presentation Skills' Available at <https://www.jobs.ac.uk/careers-advice/interview-tips/3/presentation-skills>
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