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ORAL PRESENTATIONS

AIMS OF THE LECTURE

- To discuss the value of presentations
- To build your confidence in presenting your work
- To introduce poster presentation skills

Assessment 2:

Ten-minute individual presentation on a topic of the student's choice related to their own academic and/or professional skills development

WHY ARE WE ASSESSED VIA PRESENTATIONS.

- Developing your ability to speak to an audience is a key transferable skill.
- Personal Gain - confidence
- Presenting your research
 - e.g. Final year dissertation research at BPS Student Conference, Wales
- Giving an oral presentation can be a daunting prospect.
- The key to a good presentation lies in preparation and rehearsal.

CONSIDER...

- **Subject** – what will you be telling people?
- **Length of time** – how long have you been allowed?
- **Audience** – who are you trying to give the information to?
- **Mode of delivery** – will you be using PowerPoint? A poster? Handouts?

YOUR ASSESSED PRESENTATION

- **Subject:** Your choice related to their own academic and/or professional skills development
- **Length of time:** 10 minutes individual
- **Audience:** Peers and Assessors
- **Mode of Delivery:** Electronic Poster Presentation (using PowerPoint)

THE AUDIENCE

- During your degree you might be asked to present with a specific audience in mind.

For example...

- an academic conference, with academic peers and esteemed academic colleagues as the target audience.
- to design a campaign based presentation aimed at raising awareness to parents.



QUESTIONS ABOUT YOUR AUDIENCE

- How much will they know about your subject?
- What background information do you need to provide?
- What technical terms or complex matters will you need to explain and what can you assume they already know?
- How can you keep them interested?
- What questions might they ask?
- Will your presentation be marked? If so what are the marking criteria?

Check the assessment proforma on Moodle before beginning your assessments



AUDIENCE

- Consider the audience when presenting, as this will influence your content, vocabulary and style of presentation.
- Keep it professional at all times - no matter who your audience is.
- Ask yourself if your presentation is set an appropriate level to your target audience.
 - If the level is too high for your audience to understand, are likely to lose their attention
 - If the level is beneath their level of understanding, you could bore them, and lose their attention

INTRODUCTION

- Introduce yourself
- Introduce your presentation with a brief overview of the points you will cover
 - Locate the topic in its wider context by clearly stating your argument.
 - Describe what the presentation is about and how it will develop, for example:

"The points that the presentation will focus on are"

"The central aim of the presentation is to...."

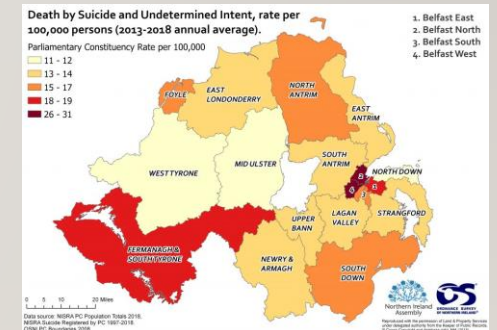
YOUR INTRODUCTION

- Your opportunity to gain your audience's interest.
- A startling fact
 - *'Less funding is given to mental health provision in west Wales than anywhere in England'*
- A pertinent question
 - *'If no-deal is the best outcome for Brexit, why have the Tory's been trying to negotiate a deal for four years?'*

- An interesting statistic
 - *Donald Trump has spent nearly \$2 million of tax money funding his golfing trips since 2016*

- A dramatic visual aid (for regular PowerPoint presentations)

Suicide rates in Northern Ireland



- TIP - avoid telling a joke unless you know its going to work. If it falls flat, so will your confidence

MAIN BODY

- Group your main points into logical and coherent chunks of information.
- Keep focused on what is important
- Ensure key ideas **stand out** – e.g. layout, headings, font style and size, colour, images, graphs...
- Keep relevant and to the point – no waffle or unnecessary content
- Provide the necessary evidence to support arguments
- Use clear examples to illustrate points

MAIN BODY

- Use connective devices to get from point to point

For example:

“From this we can see that...”

“As a consequence...”

“On the other hand we also found...”

“This exemplifies the previous point in that...”

MAIN POINTS

- If possible, determine 3 - 5 main points that you want people to take away.
- Logical progression
- Dates - chronological framework.
- Theory – main theoretical points
- Academic skills topic – what are the main helpful points you will make?

CONCLUSION

- Briefly summarise all your main points – the progression through your presentation.

- For example:

- *“Based on previous research on....*

We intended to investigate how....

We conducted a study...

Our results conflicted with prior studies....

Therefore we concluded...”

- **TIP** – Be prepared for questions but if you cannot answer them don't be thrown. Think of some strategies to handle any tricky ones.

REFERENCING

- As with writing, please reference thoroughly.
- Refer to your referencing guidelines.
- For Regular PowerPoint presentations, have your last slide as a “Reference List”.
- Reference all charts/graphs etc. and include in the reference list.

DO NOT DO THIS



http://i.dailymail.co.uk/i/pix/2010/03/11/article-0-08AD3D26000005DC-63_233x347.jpg



http://news.bbc.co.uk/media/images/38672000/jpg/_38672897_morrisons150.jpg

VISUAL AIDS

- Keep them simple and uncluttered
- Avoid too many words - use key words not whole sentences
- Avoid small font size – size 20+
- Make statistics digestible
- Charts or graphs can be a good way of conveying a message
- Make sure it is readable (light background, dark writing or vice versa).
- Blue backgrounds have been reported to be helpful for people with dyslexia

TIP – Make sure that YOU understand what it is you are trying to say, then try it out on others if possible



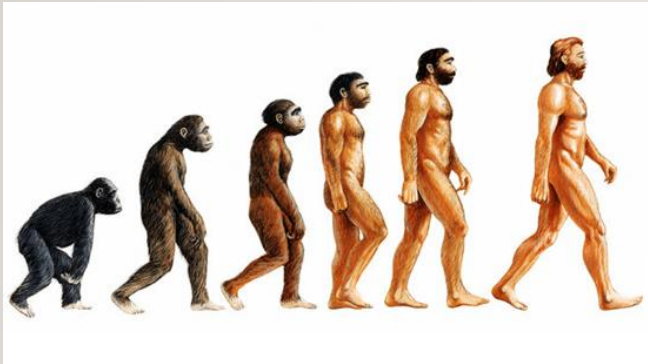
VISUAL AIDS (FOR NON-POSTER PRESENTATIONS).

- Keep number of points per slide to a minimum.
 - e.g. 4 bullet points each with a sub-point / 2 points with more sub-points each...
- Keywords demonstrate understanding
 - Shows that you know the topic and can identify the important information
- Images can help explain
 - Also can add interest
- Simple presentation design
 - Clarity of presentation – shows you know which information is trivial/superficial to be omitted

This slide has 4
points and four
sub-points

DARWIN

- Common descent.
 - All organisms are descended from some unknown ancestor.



- Natural Selection
 - Survival of the Fittest



EYE CONTACT

- Look at your audience
 - Look at the different faces - try not to stare at one person
- Move your eyes around the audience
 - Are they interested? Are they listening?
- **TIP** – If you feel very nervous, focus on the rear wall *just above* the heads of the people in the back for a second or two. Move your eyes as though you are looking at them Then return to looking at the people in the different rows – even those at the front.

VOICE

- Vary your **pace** of delivery
 - Use a natural speaking pace that people can listen to and understand.
 - **Breathe** to settle yourself if you need to – don't be afraid to stop to take a calming breath.
 - Slow down for important key points
 - Speed up to encourage enthusiasm
- Pitch and Volume
 - Use a calm **pitch** – but keep your audience interested
 - Raise your **volume** at appropriate points – but low volume can also stress effective arguments
- Pause between ideas or statements

BODY LANGUAGE

- Use an 'open body' posture
 - Folding arms looks defensive – use them to present your work
- Avoid nervous gestures such as clicking pens
- If necessary, use cue cards. Not an A4 piece of paper – if your hands shake, the paper will emphasise this
- Try and make eye contact with people in the audience - don't keep looking down at your notes
- Don't read from the PowerPoint slides – rehearse your presentation!

REHEARSAL

- Use family, friends or a mirror to practise presenting
- You will present more confidently if you feel prepared
- Make sure you have everything you need before hand, for example:
 - Is there a projector available?
 - Right format of PowerPoint.
 - Have you got any other equipment you may need (e.g. flip chart, pens)

ANXIETY AND NERVOUSNESS

- Know the room and the equipment
- Arrive in plenty of time to get prepared
- Take deep breaths and consciously slow down your speech
- You will feel more nervous than you actually appear –the audience may not notice your anxiety
- Don't be afraid of silence, if you lose your trail of thought look at your cue cards and start again, the time lapse will be far more noticeable to you than to the audience



POWERPOINT

- Use a clear font – simple is often best.
- Use Keywords
- Light Font with Dark Background or Vice Versa.
- Avoid animations
- If you feel it is effective/appropriate give audience handouts.
- References at the end.
- Ask for questions at the end of the presentation

KEY WORDS

- Key words and Names
 - Define key words before you use them in context
 - Pronounce words/names correctly – check online, then practise long or unusual words
- Use simple and appropriate illustrations/graphs to explain complex ideas and support arguments
- Repetition of the key points during your conclusion
- Enthusiasm
 - Show your interest in the subject area
 - Allow a certain amount of enjoyment to show

ENJOY YOURSELF!

- Smiling is important
 - If you smile the audience smiles
 - If the audience smiles you feel more relaxed
- Enjoy the process
 - By the end of three years you will be professional at delivering presentations!



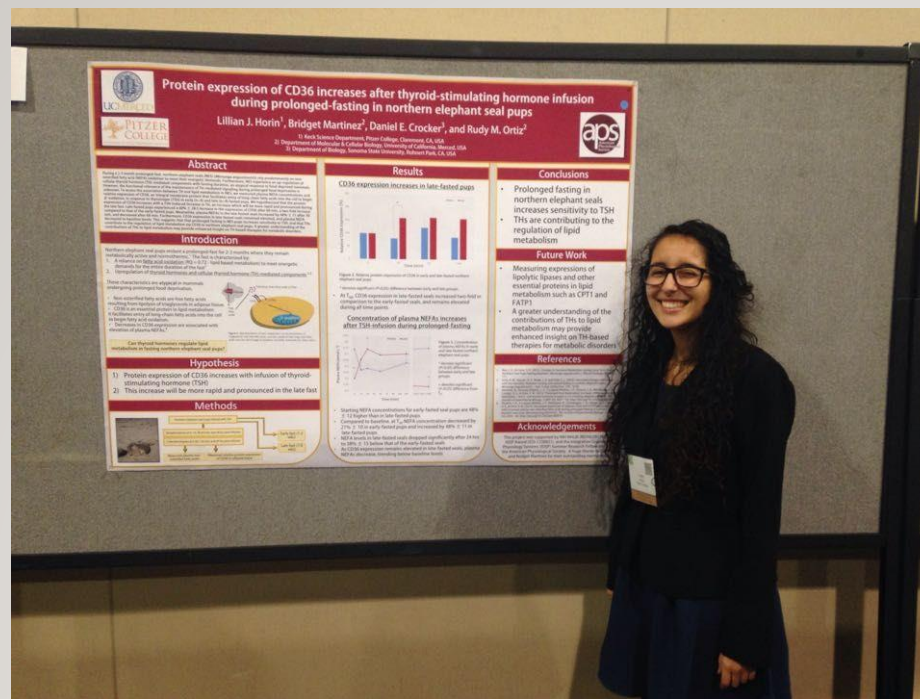
GROUP PRESENTATIONS

GROUP PRESENTATIONS

- These can be more formal and assessed or sometimes they can be part of a lecture task and not assessed.
- Group presentations are situations in which more than one speaker collaborate on both the work presented and on its presentation.
 - Shared demands
 - Matching slide design etc.
 - Specific demands on each participants
 - Each participant speaks their own contribution
 - Slides must be consistent with other members of the group. This is a single presentation

GOOD GROUP PRESENTATIONS

- Share responsibility – pull your weight!
- Manage group disagreement and solve problems together.
- Effective communication – arrange meetings to prepare and show up!
- Use and showcase different individual's strengths
- Allow each member the chance to develop their weaker skills.
- Preparation is key and this can bring about its own challenges.



POSTER PRESENTATIONS

POSTER PRESENTATIONS

- You will be asked to research and prepare a topic with a poster as a visual aid.
- Variety: e.g.
 - A1 sized paper poster of your work
 - Electronic e-poster (One PowerPoint slide synthesising your work).
- You will then be required to present for the allotted time.
- After a period you may be asked questions from the audience / assessor.

PREPARATION

- Use the space effectively e.g.
 - Separate sections (boxes/blocks) of the poster and clearly indicate what is in each
 - Create a flow - each section builds upon the previous one
- Use a clear and good size font – people will want to read it without having to peer closely
- Use the computer or hand prepare.

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- Use pictures and keywords
 - Provide a handout for people interested in your poster content
 - References – these could be on the poster or on the handout.
 - Fine balance between too much and too little information.
 - Provide the important information for each section

RESOURCES

A useful web resource for Poster Presentations

<http://www.gcu.ac.uk/gsbs/lcd/studyskills/posterpresentations/>

Example: poor presentation

<https://www.youtube.com/watch?v=ATfY8dvbuFg>

Example: good presentation

<https://www.youtube.com/watch?v=5utoLhjUuAI>



REFERENCES

- Van Emden, J., & Becker, L. (2004). *Presentation skills for students (Palgrave study guides)*. Basingstoke: Palgrave Macmillan.
- Available in Library – Swansea and Online Library.