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# INTRODUCTION

While getting up and making your case in front of an audience is not easy, especially when you are not used to it, it really is good practice as many graduate employers present as part of the recruitment process.

The skill of giving a presentation is analysing, managing and producing information required for University or Professional career. This report summarises Chapter 8 “*Working with others: Collaborative study*”, which discusses the importance of giving presentations in professional and personal context.

Good preparation makes all the difference. It clarifies your thinking and, if you know your material and practise well, it builds your confidence.

## SUMMARY

According to Cottrell, S. (2019) **The Study Skills Handbook**, *Preparing your talk* pp. 189-196, “Deciding on the content is the first step of your preparation”.

It is divided on:

- 1. Decide your topic and position**

To clarify your thinking and provide your focus.

- 2. Research the topic well.**

Know more about the topic that you can present.

- 3. Relevance**

Make sure all material fits the brief, your course, the audience, your title and argument.

- 4. Select carefully**

Choose material that lends itself well to the format of the presentation.

According to Cottrell, S(2019) the first step in preparation is to decide the topic and position. Clarifying the thinking and providing focus is the prime activity according to the plan. Then researching the subject well. Making sure we know enough about the subject chosen. Relevance is the next step as making sure all material fits the brief, the course, the audience, the title and argument. And the last one is choosing material that lends itself well in the format of the presentation.

## Evaluation

As for the major part of an individual's career, most of our success depends on self-realisation. We aim for a better future. That is the root for the main creations or publications which are well-known and readed. As the main motivation for an individual is to improve things, whether it is just poor selfish egoism or a major desire to make things better for the society, one of the keys to success is being able to present yourself. Presentations usually describe a person firstly from a mental resistance and ability for adequate preparations. Getting up and making your case in front of an audience is not easy. Preparing your talk is probably one of the most important parts of achieving your desirable level of presentation. The main focus remains on your own skills. Although the pressure may vary from one case to another, it is your substantial responsibility to remain calm. Self-discipline is one of the most significant qualities of material making talks or presenting individually a material in front of an audience. We think as we speak. The research shows that people with highly developed oratorical qualities are usually those who understand what really people want you to say. Once you studied and prepared your material try to imagine that you are actually one of the listeners, but not a representative. What do you really want to hear? What are you really wanting to listen to? We all know that humans are wired to listen to stories, and metaphors abound for the narrative structures that work best to engage people. When I think about compelling presentations, I think about taking an audience on a journey. A successful talk is a little miracle, people see the world differently afterward.

The quality of your presentation is not how you said it, is how you have been understood.

According to Anderson, C. (June 2013) "There's no way you can give a good talk unless you have something worth talking about. Conceptualising and framing what you want to say is the most vital part of preparation."

Knowing how to make a good presentation will help me in job interviews, to make new friends, to sell a product and make business deals

successfully. My body language, hand gestures and eye contact will improve too. This helps captivate your audience. I will learn to communicate better in all areas of life.

A good presentation is a series of images you narrate, and the images move with the story to drive home the message. That's pretty much a short film and if you're managing all of it, you're the writer, the producer, the director, the cinematographer, and the talent. It's a small but gratifying achievement to nail one.

It's the same reason people dislike making presentations. If you don't see it as a short film, and you don't have the skillset or enthusiasm for the aforementioned roles, then you're going to loathe the obligation to create one. They are one of many forms of communication. But when done appropriately, they can be extremely effective in informing, persuading and communicating.

There have always been skills required to achieve goals as a professional. Why are communication skills so significant? Research shows that 70% of our success is up to how we communicate, interact with people. Even the smartest brains, the improbable individuals quite often get to the point rather than just a very communicative person. Therefore our personal satisfaction has to be fulfilled not just by expressing our emotions, but understanding and feeling the emotions of those who are around us. It does not apply for an auditory only. It does not apply to a listener only. It does apply to everyone who is willing to recreate with you specifically. And even if they are not, it is always good to make the first step again and again as only in that case we might find a solution. We might find a compromise, agreement or just a simple fancy or a good mood. That is what pushes us towards. That is what keeps us remembering what really matters in life. As a big locomotive we break through the strongest walls. As alpinists we reach the highest peak of the mountain.

# Conclusion

Biggest part of our professional and personal happiness relies on our behaviour. How we prepare it. How we manage it. How we deal with it. Starts from education since we are kids. Reflects when we are pupils. Helps while we are students. Reveals once we are grown.

Yes, we reflect. We flex. We get emotional. We get stressed. We understand. We overcome it. We listen. We speak. We live. We are humans.

# REFERENCES

Anderson, C. (June 2013) From the Magazine: "**How to give a Killer Presentation**", Issue of *Harvard Business Review*.

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Making presentations and giving talks/ pp. 189-196/ Chapter 8 "*Working with others: Collaborative study*".

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