

# Presentations



# Aim of the lesson

- Improving your knowledge of presentation skills.





# Objectives

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By the end of this lesson you should be able to:

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Identify what a presentation is, its structure and purpose.

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Understand how to prepare a presentation.

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Identify how to create a PowerPoint.

# Purpose of a presentation

- Some students present themselves better verbally than on paper.
- Presentations are often used to assess your knowledge, skills and confidence in an educational or work setting.
- The ability to give presentations is a skill required in many occupations.

# What is a Presentation?

- A presentation is a form of communication. In a presentation, you communicate a message to an audience in an integrated way by: using voice, images and body language.



# Body Language

- Face the audience and maintain eye contact.
- Build a rapport with the audience, communicate and interact with them.

**Smile**



# Aim of a presentation

- Convey information
- Engage with audience
- Leave your audience more knowledgeable
- Evidence presentation and communications skills
- Evidence level of professionalism



# Structure

- Introduction
- Aims and objectives
- Main body
- Conclusion
- Questions and Answers
- Reference List

## The Structure of Presentations

Greet audience

Introduce yourself



Outline your talk

Move to the body

Summarize main points

Invite questions

Conclude your talk

Accept questions and comments

# Purpose of your presentation

- Giving information to those who don't know about the topic yet (*to inform*).
- Persuade people to use something they already know (*to persuade*).

# Preparation for a presentation



- Preparation is the single most important part of making a successful presentation.
- It is an absolutely crucial foundation, and you should dedicate as much time to it as possible, avoiding short-cuts.
- Good preparation will ensure that you have thought carefully about the messages that you want (or need) to communicate in your presentation and it will also help boost your confidence.

# Points to consider including

- **The Objective**
- Whenever you are asked to give a presentation or speak to a group of people, you need to start by stating the purpose of the presentation.
- **The Subject**
- The subject of your presentation or talk comes from the objective. They are linked, but they are not necessarily exactly the same thing.
- **The Audience**
- Before preparing material for a presentation, it is worth considering your prospective audience

# Visual Aids

Use any of the following materials to aid/support the presentation:

- Images/photos on paper or on disk
- Flip chart
- PowerPoint/Prezzi Presentation
- Props
- Audience participation
- Cue cards/sheets.



# How Not to Use Visual Aids – Film Clip

Click on the link to watch this short video.

- [Poor power point presentations](#)

# Discussion Activity

- Discuss the characteristics of a good speaker and agree a list of five you consider to be the most important.
- Give your reasons.

# 5 Tips to Nail your Presentation

- Click on the image to watch this short video clip (6 minutes).



# Citations and Reference List

- Include citations on each of your slides.
- Include a slide with full reference list at the end.

# POWER

- **P** for Prepare
- **O** for Organise
- **W** for Write
- **E** for Edit
- **R** for Refine

**And then, Practice, Practice, Practice!!**

# How to use Powerpoint

- Some videos and step-by-step guides on how to use Powerpoint are provided in the presentations area in Moodle.



# References

- Burns, T. & Sinfield, S (2012) *Essential Study Skills: The complete Guide to Success at University*, London: Sage
- Edexcel,(2010) *Health and Social Care Level 3: Study Skills Guide*, Harlow: Pearson Education Ltd.