



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

Extended Project Research Skills Workshops

Giving Effective Presentations

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Why give a talk?

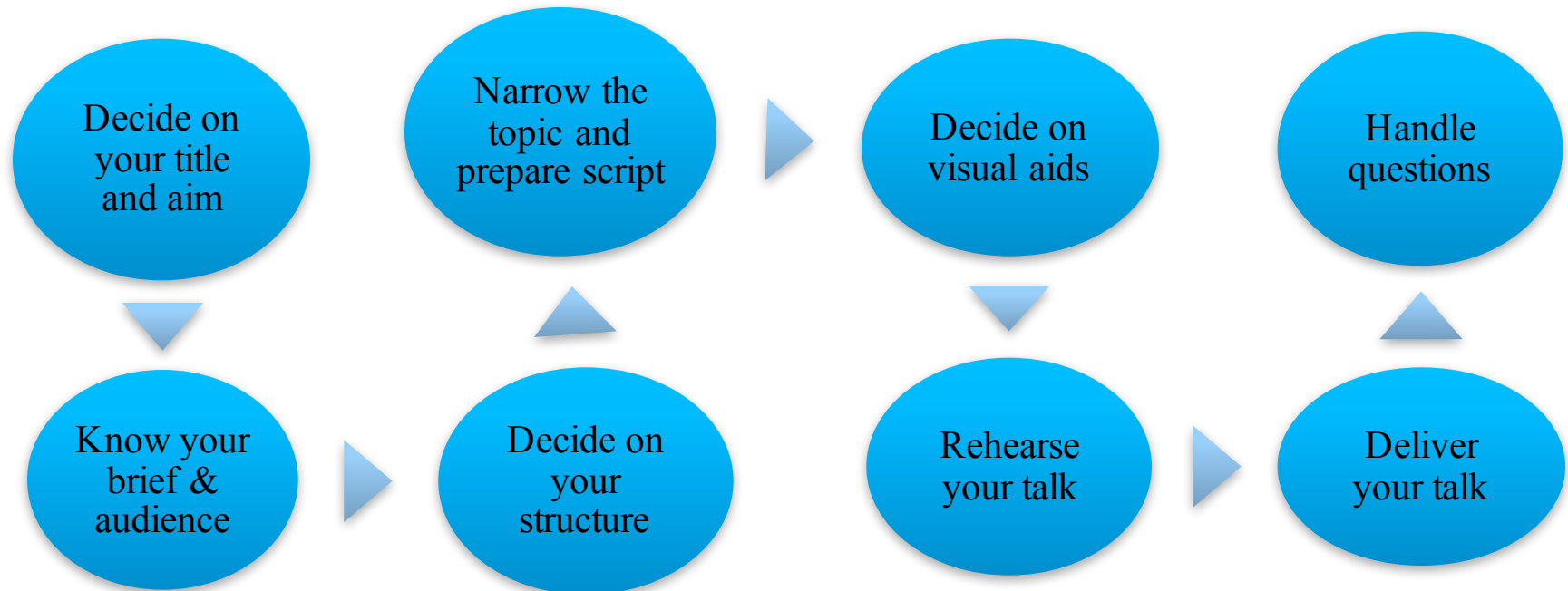
- Most effective way of getting your point across
- Very valuable transferable skill that your future employer will greatly value
- Often a part of interview process
- Builds confidence

Activity 1:

How do you feel about talking?

- List some characteristics of the most interesting or inspirational talks that you remember
- You will already have experiences and skills that will help you to give a good presentation. What do you think your strengths and weaknesses are with respect to public speaking?

Planning for and preparing your presentation



Decide on your title and aim

- Title
- Purpose

Things to know before you start

Your brief

- Duration of presentation
- Mode of presentation
- Venue and facilities are available
- Assessment criteria

Your Audience

Knowing your audience

- What do the members of the audience do?
- What level of knowledge do the audience have?
- What will be new to them?
- Is anything that you are going to say alarm them?
- What is the benefit to the audience of listening to your talk?

Activity 2:

Know your audience!

- Prepare a short verbal explanation about osteogenesis
- Your main focus should be making it appropriate to your audience
- Use the images on the next slide and on your handout to remind you of basic facts about the osteogenesis

Decide on your structure

✓ Introduction

✓ Main Body

✓ Conclusion



Say what your going to say
Say it
Say what you have said

✓ Take Home Message



The main finding

Narrow your topic and prepare your script

- Decide on your main headings
- Consider using subheadings
- If using slides, decide on the number
- Consider writing brief notes, for instance onto 'prompt cards'

Put main points on
'flash' cards

Note main points
on sheets of
paper

There are various ways of
making notes. Choose the
one that suits you.

Any other suggestions
from the class ????

Fully written out text

Are you using visual aids?

- Handouts
- Quiz sheets or audience polls
- Flip chart paper/white or black board
- Power point slides and projector
- Present prototype or object of interest
- Short activity / game
- Pictures/movies/posters
- Audio music or radio clips or your own recording

Make it big enough!

- ✓ This is Comic Sans MS 8
- ✓ This is Comic Sans MS 12
- ✓ This is Comic Sans MS 18
- ✓ This is Comic Sans MS 20
- ✓ This is Comic Sans MS 28
- ✓ This is Comic Sans MS 36

Keep it simple

- ✓ Too many colours
- ✓ Too many *fonts* and styles
- ✓ Too much art work
- ✓ The 8X8 rule
 - No more than 10 words per line
 - No more than 8 lines per slide

Cars running in Streets

	Boston	New York	LA	San Francisco	Montana	North Dakota	Texas	Florida
December	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
January	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
February	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
March	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
April	15,000 000	30,000 000	15,000 000	18,000 000	8,000 000	7,000 000	15,000 000	10,000 000
May	15,000 000	30,000 000	15,000 000	18,000 000	8,000 000	7,000 000	15,000 000	10,000 000
June	15,000 000	30,000 000	15,000 000	18,000 000	8,000 000	7,000 000	15,000 000	10,000 000
July	15,000 000	30,000 000	15,000 000	18,000 000	8,000 000	7,000 000	15,000 000	10,000 000
August	15,000 000	30,000 000	15,000 000	18,000 000	8,000 000	7,000 000	15,000 000	10,000 000
September	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
October	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000
November	11,000 000	22,000 000	10,000 000	10,000 000	5,000 000	4,000 000	10,000 000	8,000 000

Cars running in Streets

	East	West	North	South
Winter	99	60	27	54
Spring	111	73	33	61
Summer	135	99	45	75
Autumn	99	60	27	54

Keep it simple



Sound may be distracting
Use it only when it is absolutely essential

Keep it simple

- ✓ Too much animation will spin your & the audience's heads so use with caution
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Rehearse your talk

- Practice at anytime
- Practice, practice, practice

Delivering an effective presentation

- Introduce yourself
- Smile and sound interested
- Tell the audience the structure of your talk
- Use the right language for your audience

Eye contact...

Try to make eye contact with as many people as possible

- Creates a positive atmosphere
- Makes the audience feel included
- Audience gets more out of your talk

Pace and Pauses

- Maintain right pace
- Use your voice and pauses to move between points
- Relax, breathe deeply and remember that your audience is on your side

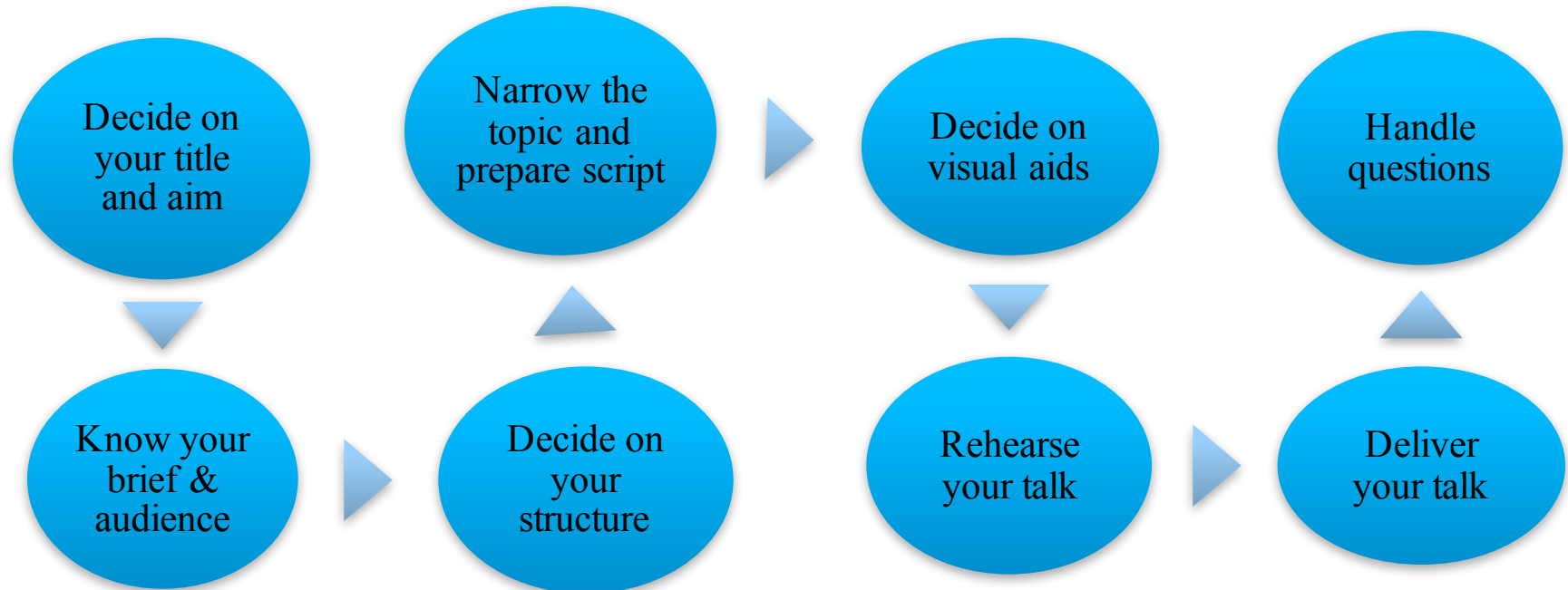
<http://www.youtube.com/watch?v=iEMXaTktUfA&feature=related>

Handling questions

- ✓ Pause and give yourself a little time before answering
- ✓ Questions are opportunities not threats
- ✓ If you do not know the answer there are ways to buy time, for example:
 - you can acknowledge the question, noting what is interesting or thought provoking about it
 - ask the questioner to repeat or rephrase the question
- ✓ Don't try to answer a question that don't know the answer for
- ✓ If you have an answer... Don't be tempted to waffle!

Activity 3:

How prepared are you?



Good Luck!