



FACULTY OF
SOCIAL STUDIES

Masaryk University

Speaking & Presenting: Fundamentals and effective strategies of formal presentations in academia





Presentations

- In academia and your future career you might be asked to present:
 - your research (to your peers, supervisor, conference attendants)
 - your position/opinion (at seminars, round tables)
 - a teamwork (assuming responsibility for the others)
 - practical implementation of your design (persuading your audience, clients)
 - yourself (during interviews)



Presentations

- Things to remember:
 - **purpose/targeted audience**
 - what will be assessed
 - **desirable content**
 - **requirements** (timing, use of equipment, interaction with audience...)
 - Q&A session included?
 - outcome (Will my presentation be distributed among the audience?
What will be the outcome of the session?)



Some mixed remarks...

- Warm up **before** giving presentation
 - You will get warmed up eventually but it's better to do it **beforehand...**
- **Plan carefully** (a rehearsal may be also useful) but...
 - ...not everything should be scripted, **be natural**
- Take your time although time may seem to slow down 😊
 - ...but keep up with the time frame (create 'checkpoints')
- Be **natural and unnatural at the same time**
- Stick to the topic (structure!)
- **Mind your language & body language**
- **Keep contact** with audience
- Be convincing but not intimidating
- Leave room for imagination
- Consider audience involvement



Giving a presentation is like...

- ...skiing down a mountain with a glass of wine, chocolate and little bit of love 😊
- Don't panic – nobody has ever died because of speaking in front of audience 😊



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Let's give it a try...