PONTIFICATIN' FINGER

HOME HAIRCUT
(#1 w/clippers)

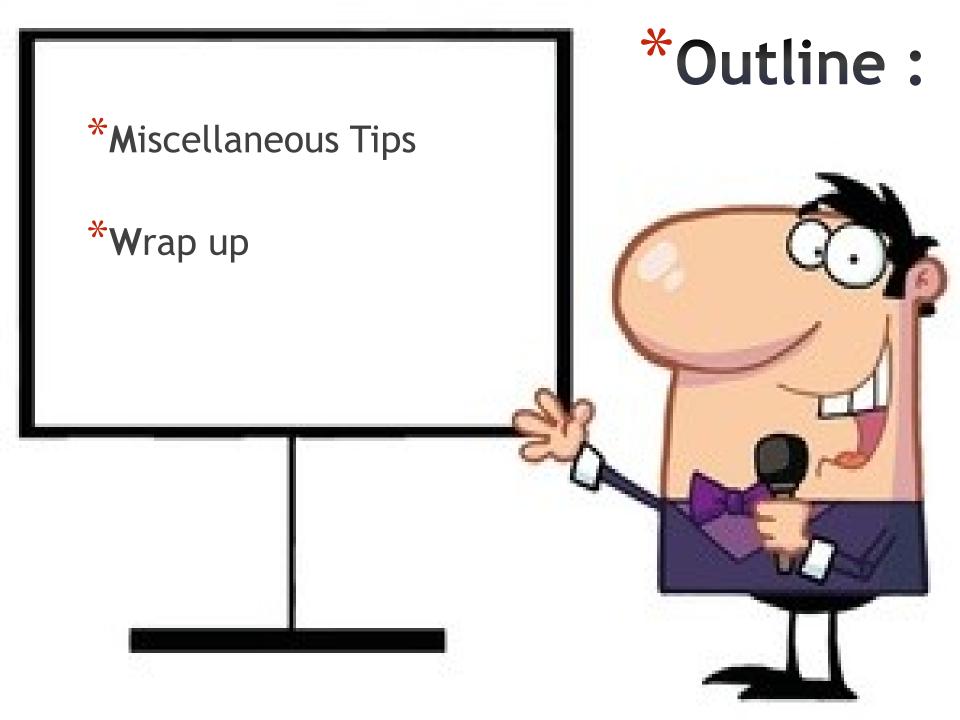SNAPPY LECTURIN' SUIT

EXPLAININ' HAND

Presentation

* **I**ntroductions
* **S**elf-Assessment

1. **P**lanning Presentations

2. **P**reparing Presentations

3. **P**racticing Presentations

4. **D**elivering Presentations

5. **D**ealing with Questions

*Outline:

*Outline :

*Miscellaneous Tips

*Wrap up

*Introduction: Read this for 1 min.

You are going to learn how to make an **effective presentation**. Presentations skills are important in general: during your study, and also later in your career. Presentations can have **different objectives**: to inform, to sell something, to persuade someone, or to train people.

Academic presentations are mainly meant for informing and training.

What is **irritating** during presentations?

The speaker…?

- the speaker is nervous
- is disorganised
- never looks at the audience
- is monotonous

- his/her speech is confusing; what he/she is trying to tell the audience.

- his/her clothing is bad

- the visuals are bad

*Assess yourself:

Speaking too quickly

Going off-point

Supplying too many details

*What are you <u>good at</u>?

*What skills would you like to <u>develop</u>?

*Self Assessment

* **It is said…**

"A presenter should be like **a mini skirt**:

Long enough to cover the vital parts,

and short enough to attract attention."
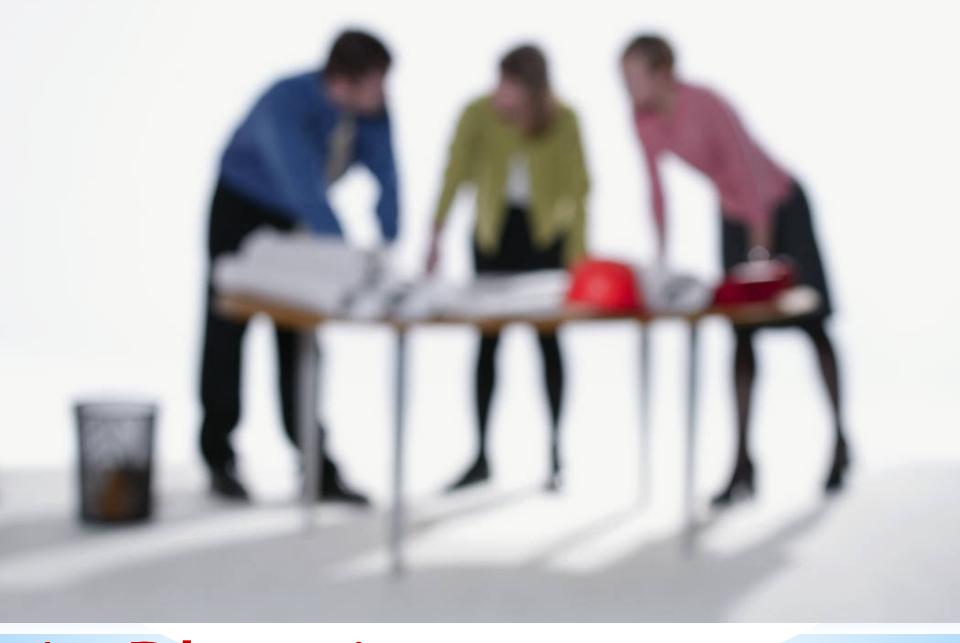
***What is a good presenter?**

*Steps in Giving Presentation

1.P

P

P

P

1. Planning

*__Who__ is your audience?

*__Why__ are they there?

*What is your __goal__?

*How __long__ will it be?

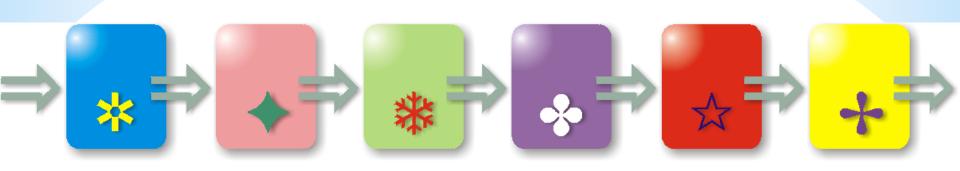*__Where__ will it take place?

*__Questions?__

*Pen & Paper

***Key points**

*Order your thoughts

***Start Your Outline**

Presentation structure is paramount, so

have **CLEAR** structure
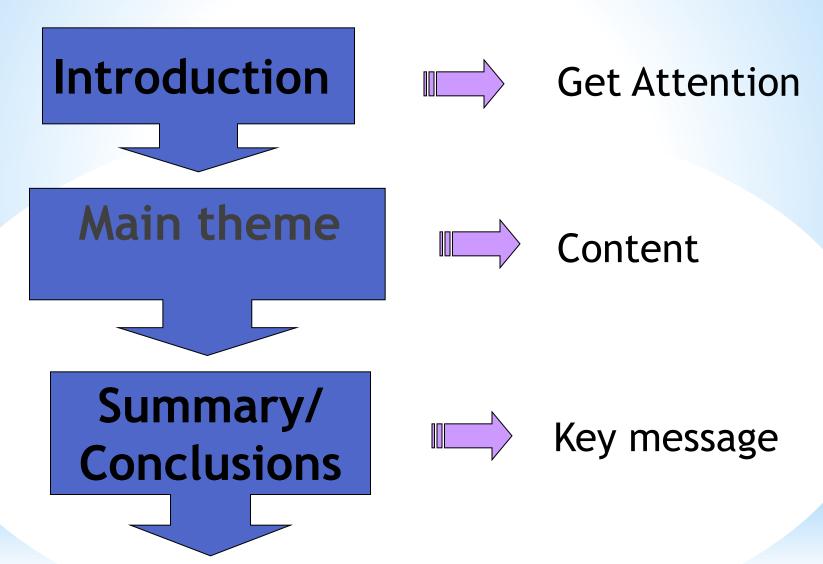
*Structure

The basic structure of a talk:

1. Introduction

2. Main part (body)

3. Conclusion

4. Question & Answer session

Introduction → Get Attention

Main theme → Content

Summary/ Conclusions → Key message

*Structure

Presentation

Slide

2. Preparation

1. **P**ersonal Notes

2. **V**isuals

3. **H**andouts

*3 friends

Things to avoid….

Ppt. Karaoke

![Poor Ppt.]

The evils of Ppt include:

- **Too much** text
- **Too small** to read
- a-**million-time-seen** clip art & slide templates
- too **many bullets**– it makes the info. dull for the audience.
- **Spinning** animations

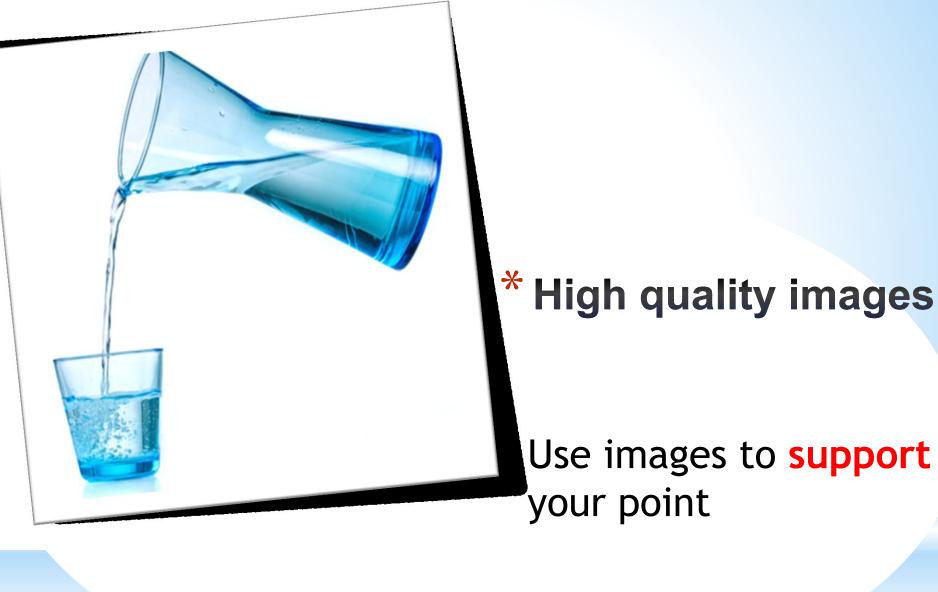# A few guidelines

10-20-30 rule

"10 **slides**, no more than 20 **minutes**, and font≥ 30 **points**."

1. **Font** Types & Size
2. **Never** use sentences

*More info.

Use colour well

*Colour

*High quality images**

Use images to **support** your point

Use a consistent **theme**

*Compare these!

Attending College

"Overall, our findings provide a combined retention rate of 92.40 % for students who attended TCD. This is very close to the previous year's rate of 92.45%. It should be noted that these results should be interpreted on a tentative basis as it is clear that a number of other outside factors impact on a student's ability to sustain and progress in their chosen area of study at third level."

- 15,000 students come to Trinity every year
- There are 3 Faculties
- Morgan 2001 A study of non-completion in undergraduate University courses
- The average non-completion rate across Irish Universities is 16.8%
- Improve all students chances of achieving their maximum potential
- Connect with students – building relationships, departmental receptions
- 51% of college students leave college because of lack of effective supports

51% leave college because of lack of effective supports

*3. Practice

*Lack of **experience**

*Lack of <u>**preparation**</u>

*Lack of **enthusiasm**

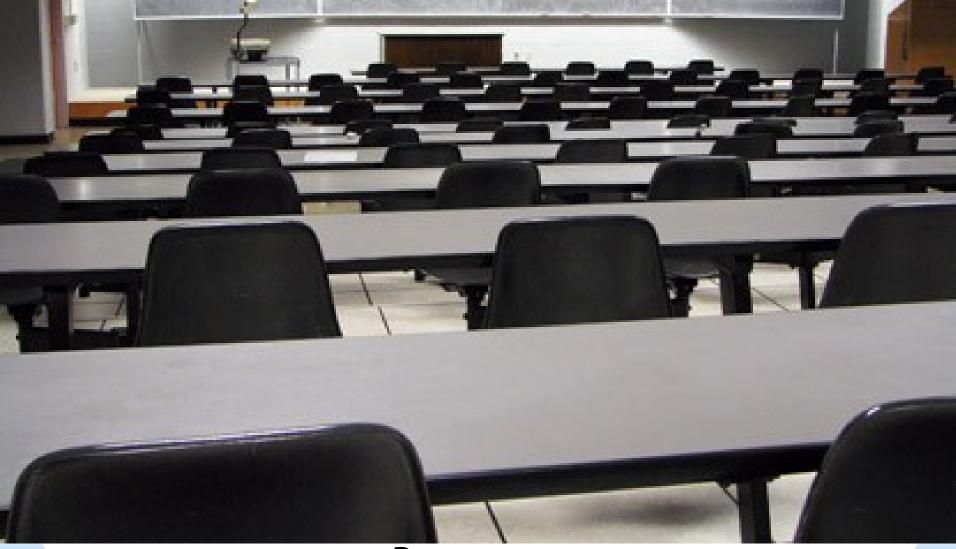*Negative self-talk: *I can't do it well. I lack a talent of presentation skills.*

* **Nervous?**

Fight with Fear:

*Slow to develop

*Quick to disappear

The more you practice:

*the better you feel!

*the more you become a good speaker!

Practice

- Room

- Everything

- Technology

*Be **over-prepared**

***Rehearse** and practice

*Know your **target group**

*Be positive **+++**

*Avoid **stress**

*** Becoming Confident**

4. Presenting

The most powerful aids:

- words

- voice

- body language

Turn yourself on

more energetic/ interactive

*Make a strong start

First impressions

Helps

*you to **relax**

*you **to be heard**

*you to sound **more confident**.
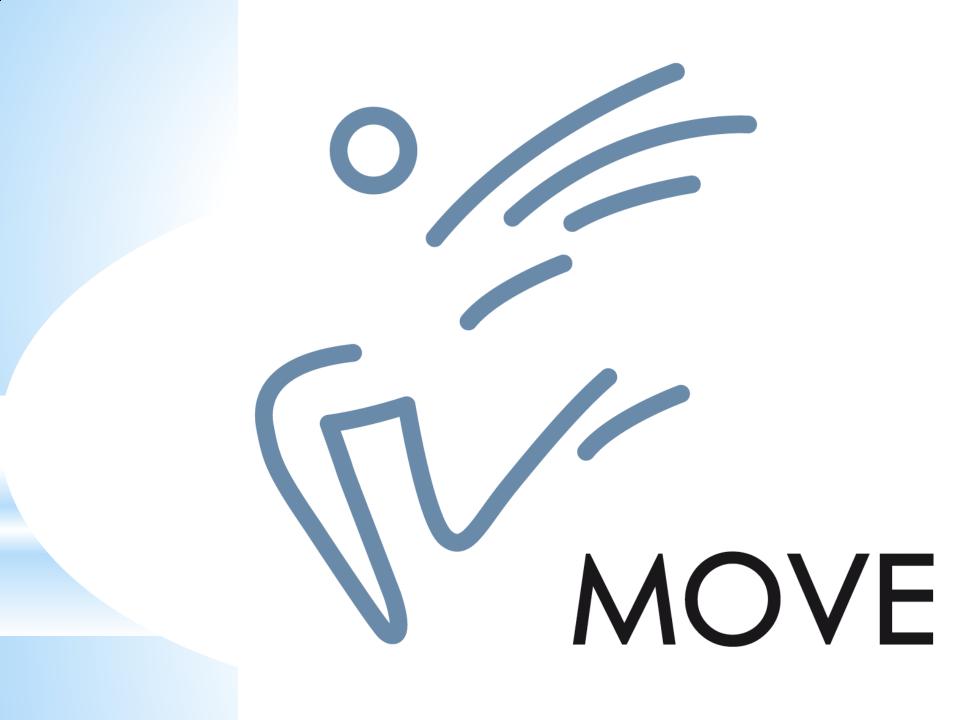
*Warm-up!

*Take a **deep breath**, counting 1 to 10

* **warm up audience** by using some activities like

doing tongue twisters or famous jokes.

***How?**

Miscellaneous tips

MOVE

Make eye contact
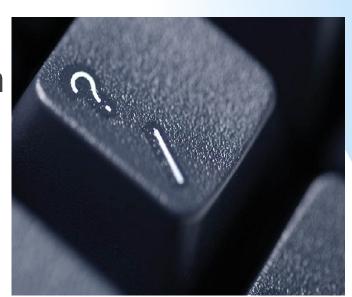Don't look at group
Pick out some in the audience as anchors

*Smile

*Questions **show** if people are listening!

***Allow time** to tackle them

*Decide **when** to answer them

***Try** and anticipate

*It's **ok** to stop and think

*# Dealing with Questions

1. *T*hank the questioner
2. *R*epeat the question
3. *A*nswer the question
4. *C*heck with the questioner if they are satisfied
5. *T*hank them again

*Strategic Steps (TRACT)

*Throw it to the floor

*Take details and answer later

*Repeat the question back if you don't understand it

* *E.g. That's a good question. Give me a moment to think about it.*

*What if I don't know the answer?

*Steps in Giving Presentation

1. **Plan**

2. **Prepare**

3. **Practice**

4. **Present**

Your turn!

* Mind your pace and pauses
* Intonation
* Be clear