

Giving presentations (<http://www.studyskills.soton.ac.uk/studytips/presentations.htm>)

1. Beginning

- Briefly introduce yourself
- Check that they can all see and hear you
- Let them know if you are going to take questions as you proceed or invite discussion at the end?
- You may want to give an outline of the structure of the talk, so the audience know where it is going
- You'll need to gain the audience's attention, so think carefully how you will introduce your topic - for example, you could start with an anecdote, a question or some contradictory statements

2. Middle

Prepare your talk so you lead the audience through your main points in a logical and interesting fashion. It helps if you plan for variety in the ways you present your case.

Where they are appropriate, you could plan to use:

- examples, anecdotes and case histories
- charts and graphs
- handouts (will you issue them at the start? in the middle? at the end?)
- slides
- video clips
- artefacts which people can pass round.

3. End

Summarise what you have said: *'In this talk we have discussed...'*

Make your conclusions: *'It is clear that...'*

Plan to leave the audience a parting shot to stimulate their thoughts.

4. And then...

When you have written your presentation, look it over carefully, from the viewpoint of your intended audience.

- Does it meet the objectives?
- Is the structure as logical as can be?
- Is the content right for the audience?
- Is it too long?

Then revise the presentation.