**Presentations**

**At some point you may be asked to give a 10 - 15 minute presentation. It is easy to get overwhelmed by this task and feel nervous.Try to avoid being too ambitious. In such a short time, you are not expected to do more than make a few main points. Aim to keep your presentation very simple.**

## Preparation The most experienced speakers cannot give a presentation without a great deal of preparation.

* **Start by defining your purpose and aims. Why are you making the presentation?**
* **To provide information?**
* **To persuade?**
* **To argue an point?**
* **To gather feedback going forward?**
* **List what you intend to communicate to your audience.**
* **Who is your audience?**
* **What do they already know?**
* **What do they need to know?**
* **List what the audience will have achieved by the end**
* **New factual knowledge?**
* **Different perspective on existing knowledge?**

## Structure Just as an essay is divided into sections, the logical progression of a presentation should follow this same structure: Introduction, Body, Conclusion.

### Introduction

### State at the beginning what you intend talking about and why. Next mention the structure or order of your presentation. Include your opinions, results and conclusions. All this will help the audience to follow your arguments and evidence and to realise how you have reached your conclusions.

### Body

This is your critical understanding of the facts. Refer to them in the light of your previously stated conclusions. Remember the audience are listening, so: don't overload the information, logically order the ideas and space out the points.

### Summary and Conclusion

Re-state the main points. Stress your conclusions. Express your own feelings about the subject. Finally, invite questions and comments. Remember a presentation is intended to open up discussion by raising issues and suggesting interpretations and solutions.

## Using note cards Talk to the audience rather than read to them, but it is useful to have notes.

* **Write down headings on small cards**
* **Only have a single main point plus example per card**
* **Include visual cues on the cards to highlight when you want to pause, emphasise a point, or use a visual aid.**

## Visual Aids These can add to a presentation and also give you the confidence of knowing you are prepared - if you "dry up" the visual aid can often help you out. Keep your visual aids as simple and effective as possible. Write in large letters so the audience can read your points.

## Rehearsing It goes without saying that it is important to rehearse multiple times.

* **Check your timing. It is important to get this right.**
* **Check your delivery style**
	+ **Look at your audience, maintain eye contact, smile occasionally.**
	+ **Consider how you stand, sit, move around the room.**
	+ **Do not speak too quickly and project your voice.**
	+ **Vary the tone of your voice.**
	+ **Use hand gestures for emphasis**
* **Check how you use visual aids**
	+ **Only display them when needed.**
	+ **Do not stand in front of them.**
	+ **Try to talk to the audience, not the visual aid.**

## Post-presentation Questions Having prepared and given the presentation, you will likely know the subject in more detail than the rest of your audience. If you are asked a difficult question, don't get flustered. Admit that you haven't considered that angle to the topic. Then, ask if anyone in your audience would like to address the question.

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