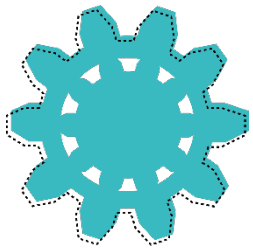


Presentation Skills Workshop

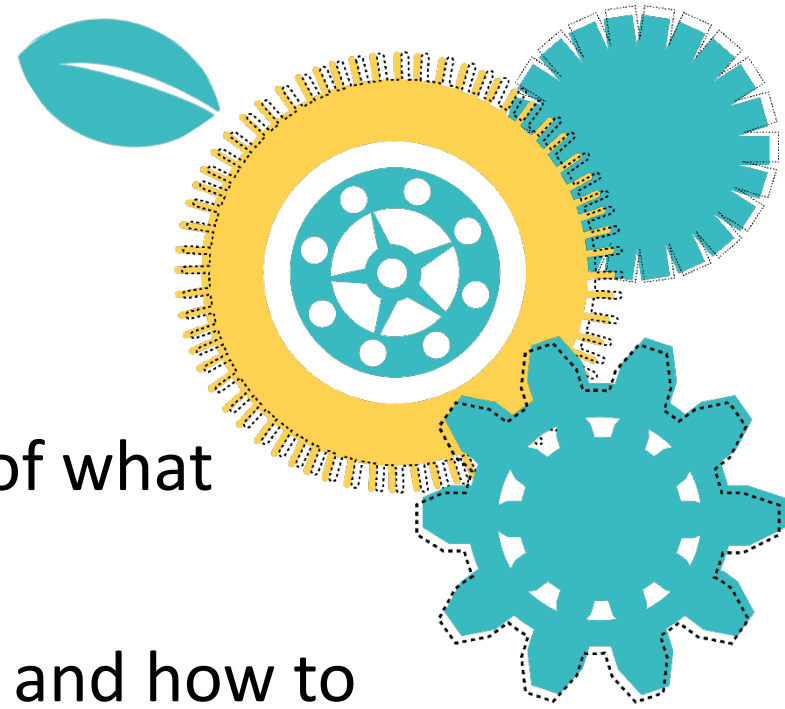


Come to the Library for study skills support library.sunderland.ac.uk/skills



Aims of this workshop:

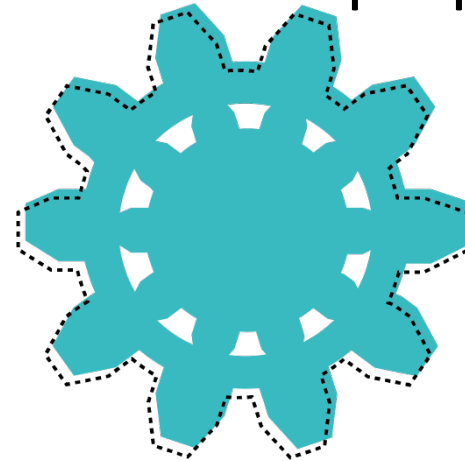
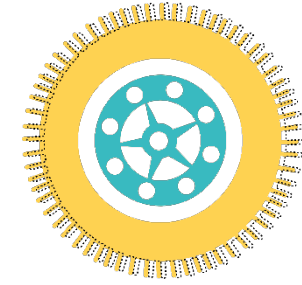
- To increase your understanding of what makes a good presentation.
- To look at some common pitfalls and how to avoid them.
- To develop practical strategies for planning and delivering effective presentations.



By the end of the workshop...

...you will be able to reflect about how to:

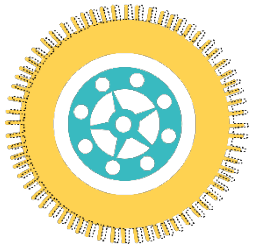
- select material which is appropriate for the purpose and the audience
- structure material
- make a good delivery
- deal with nerves
- prepare relevant visual aids using PowerPoint & Prezi
- resolve problems and issues delivering group presentations





Academic Presentations

- Are they being assessed?
- What criteria is being used?
- What is the % markings?
- What is the time allocation?
- Who is your audience?



@UNIOF
SUNLIB

Come to the Library for study skills support library.sunderland.ac.uk/skills

Four key elements of a good presentation: AM PM



Audience

— where are they coming from?
— what do they need to know?

Message

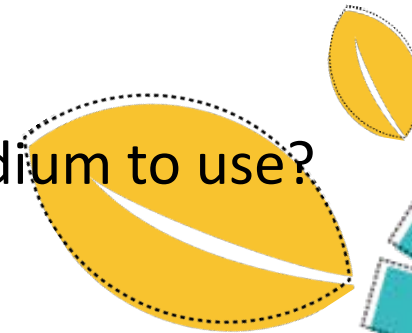
— what are the most important things to get across?

Presenter

— how to present with impact?

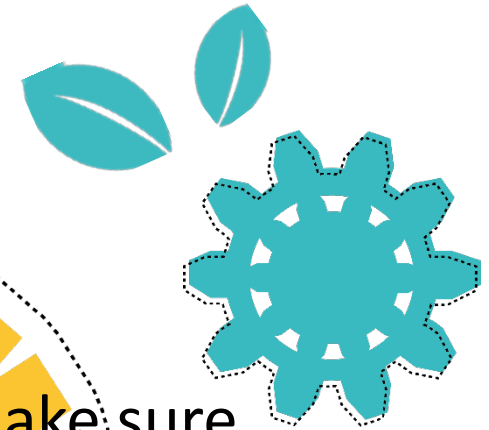
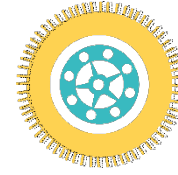
Medium

— what's the most effective medium to use?
— how to control it?



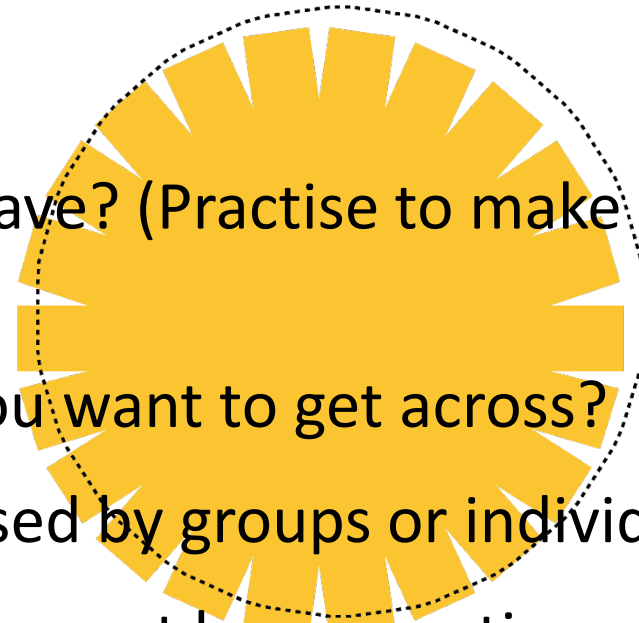


Message - what?



Selecting material

- How much time do you have? (Practise to make sure it fits!)
- What **key** messages do you want to get across?
- Brainstorming – can be used by groups or individuals
- When working in groups – must be supportive of every contribution
- Visualise ideas – create a mind map



Use mind mapping techniques to generate ideas for content



Message - how are you going to structure it?



Beginning
outline the
content and
your angle
and grab their
attention

Middle
decide the
best message
order for logical
flow of ideas

End
summarise
the main
points and
restate your
angle



@UNIOF
SUNLIB

Come to the Library for study skills support library.sunderland.ac.uk/skills



Delivering your message



- Generate interest by changing pitch, intonation and speech pattern.
- Don't just give lots of information.
- Turn statements into questions:

“We chose gender stereotyping because it occurred in the highest number of situations.”

“So, why do you think we chose gender stereotyping?”

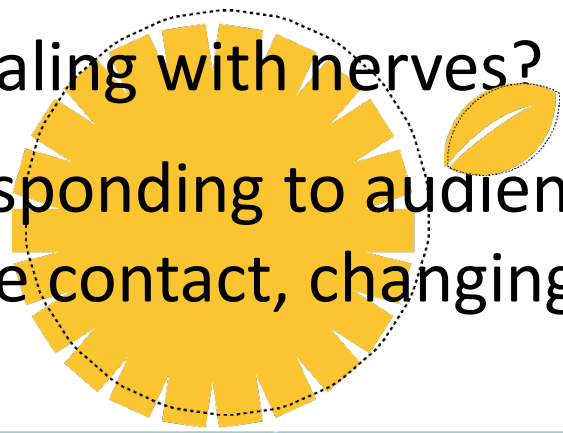
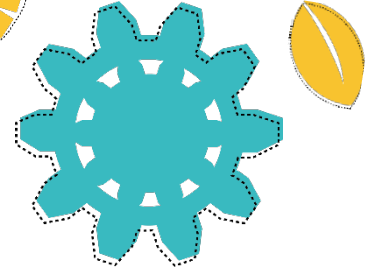
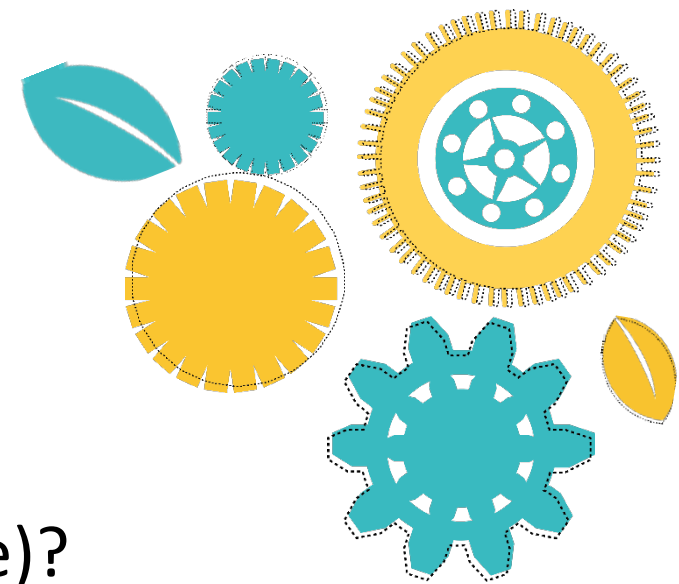
“We chose it because it occurred in the highest number of situations.”



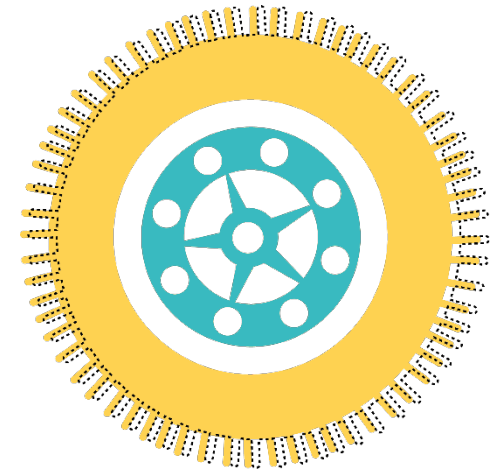
You the Presenter

How confident are you in:

- Using your voice (clarity and volume)?
- Using body language (gestures, facial expression)?
- Timing (speed, detail, length)?
- Dealing with nerves?
- Responding to audience
(eye contact, changing pace given cues)?



Feeling tense?

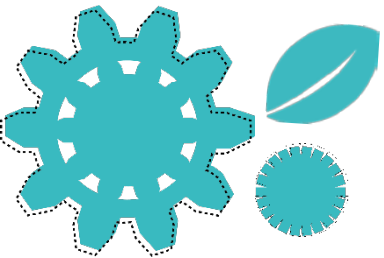


What do you do when you are nervous?

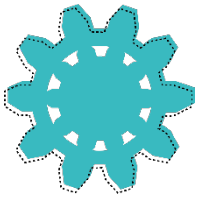
What strategies can you adopt to overcome them?

Watch the following YouTube video:

[Giving presentations - Nervous presenting & public speaking? – How to cure & improve performance tips](#)

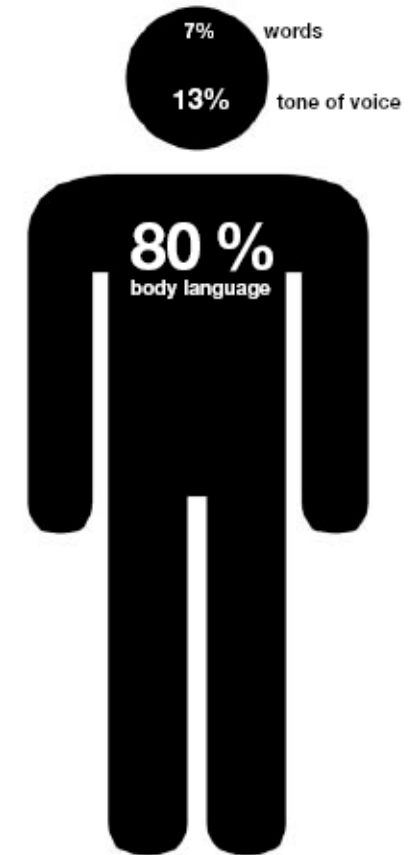


Come to the Library for study skills support library.sunderland.ac.uk/skills



Effective communication

- **Know** about what you want to say.
- **Look** at people when you speak to them.
- Speak **clearly** and keeping what you say simple and uncomplicated.
- Ensure that your words, body language and voice **match** what you are saying.
- Give clarity to what you are communicating by attending to **signs** of other people's confusion, resentment or lack of interest.
- **Summarise** and check that people understand you.



Using different Mediums - 1

PowerPoint & Prezi

Watch the following YouTube videos on giving presentations:

- How to use powerpoint: The Snowball Effect way to enjoy presentations
<http://www.youtube.com/watch?v=WPcZ1N8QR4M>
- Giving presentations - Prezi Tutorial: 3 steps to a great prezi
<http://www.youtube.com/watch?v=ZJJWTTfrXTE>
- Prezi v Powerpoint
<http://www.youtube.com/watch?v=EkoKuCsoz1E>



@UNIOF
SUNLIB



Using different Mediums - 2

Poster presentations

- Clear and concise
- Visual impact
- Well organised

Watch the following YouTube videos on giving presentations:

How to make an academic poster – Introduction (Tutorial part 1)

<http://www.youtube.com/watch?v=PLuMRqcZhrl>

Scientific poster design – Good & Bad examples

<http://www.youtube.com/watch?v=agtgnJP3KoQ>



Learning from feedback

Always evaluate your presentations to develop your skills

- How do you rate your own presentation skills?
- What have you just learnt about your strengths and weaknesses?
- What strategies and techniques will you adopt to improve your performance?



Recapping the aims

- Increase your understanding of what makes a good presentation.
- Look at some common pitfalls and how to avoid them.
- Develop practical strategies for planning and delivering effective presentations.

A yellow gear-like graphic with a dashed black outline, containing text.

Presentation
adapted from
Skills @Library
(University of Leeds)

A teal gear-like graphic with a dashed white outline, containing a logo.

@UNIOF
SUNLIB

Come to the Library for study skills support library.sunderland.ac.uk/skills