

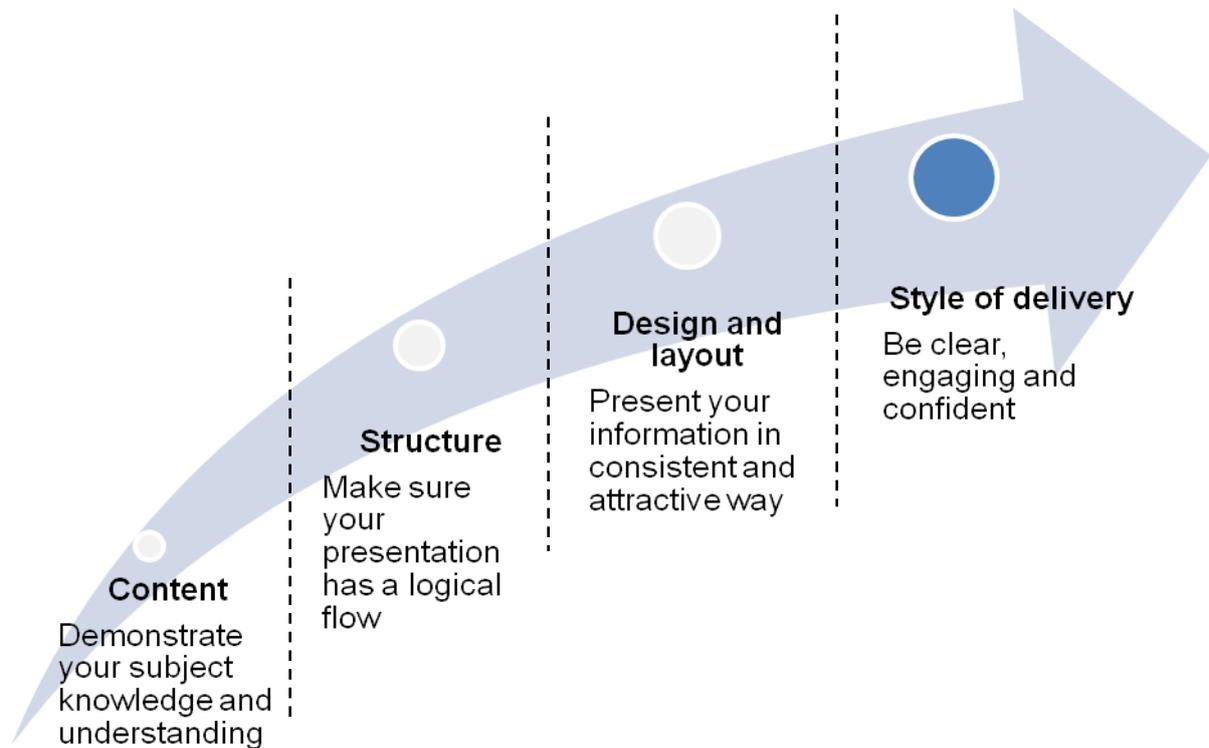


Giving a presentation

Introduction

Knowing how to deliver a successful presentation is not only important at university; it is also a skill that boosts your employability.

There are **four key elements** associated with creating a good presentation. These are highlighted in the diagram below – this resource focuses upon style of delivery.



How to make a presentation run smoothly

A hassle free presentation will help to reduce any feelings of nerves or stress. The table below outlines strategies that help maximise the chance of the presentation running smoothly and to time.

Section timings	<ul style="list-style-type: none">✓ Work out approximately how long you will spend discussing each of your presentation sections✓ The most important parts should be allocated the most time✓ Remember that your speed of delivery and the amount of content affects the duration
Practice	<ul style="list-style-type: none">✓ Practice on your own and in front of a friend✓ If it's a group presentation practice in a group✓ Time yourself✓ Reduce or add content if necessary <p>If something does not seem to work – change it!</p>
Notes / cue cards	<ul style="list-style-type: none">✓ Can serve as a helpful prompt (but a prompt only!)✓ Should not be too long✓ Should be readable✓ Should not be relied on too heavily
Back up your work	<ul style="list-style-type: none">✓ Have two final e-copies (for example, USB and email)✓ Have a printout of the slides even if you are not doing handouts
Pre-arrange resources access	<ul style="list-style-type: none">✓ Check that the resources you are planning to use in your presentation will be available (for example, flip charts)✓ If not, see if you can order them in advance / bring your own
Room set up	<ul style="list-style-type: none">✓ Arrive a few minutes early✓ Check the room is set up for you (the screen, the chairs)✓ Check that your presentation is working✓ Check there are not distractions (such as the noise outside)

Presenter related issues

Your body language affects the way your presentation will be received. This section discusses ways in which you can ensure that you present yourself in the best light.

Anxiety

It is common for a presenter to feel nervous in the build up to giving a presentation. A calm, composed speaker makes an effective presenter. The table below details three strategies aimed at maintaining composure and focus:

Positive thinking	<ul style="list-style-type: none">✓ Think positively and visualise yourself delivering a successful presentation✓ This will help increase your confidence, which in turn will improve presentation quality
Breathing	<ul style="list-style-type: none">✓ It can therefore be very helpful to reduce anxiety through focusing on breathing in a slow and steady fashion
Take your time	<ul style="list-style-type: none">✓ Take your time when you are speaking by pausing briefly at the end of each sentence

Personal Presentation

Presenting yourself in a favourable light when giving a formal presentation will add to the overall impression. Consider the following:

Use of language	<ul style="list-style-type: none">✓ Think about who is in your audience and ensure that your language is appropriate
Body language	<ul style="list-style-type: none">✓ Face the audience whilst you are talking✓ Maintaining eye contact with your audience will make them feel more involved✓ Focus on individual audience members for a few seconds each✓ Uncrossing your arms will make you look more relaxed

Positioning	<ul style="list-style-type: none"> ✓ Stand to the side of the screen / projector (make sure you don't block it) ✓ Avoid walking around whilst talking
Volume of your voice	<ul style="list-style-type: none"> ✓ Speak loudly and clearly enough for everyone in the room to hear you
Dress suitably	<ul style="list-style-type: none"> ✓ If you are presenting to a group of top business people, jeans and a t-shirt are not suitable clothes to wear
Organisation	<ul style="list-style-type: none"> ✓ Make sure that you know where all of your resources are before you start your presentation ✓ You may appear disorganised if you start looking for things during your presentation
Speaking	<ul style="list-style-type: none"> ✓ Vary the speed at which you speak BUT ✓ Avoid speaking too quickly ✓ Pause at the end of each sentence for a couple of seconds - this will give your audience a chance to follow what you are saying.
Be rested	<ul style="list-style-type: none"> ✓ Get some sleep the night before

Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

lrweb.beds.ac.uk/studyhub

