Presentation Skills

Clare Hardman
Study Skills and Development Coordinator
We will cover the following areas of presentation skills

- Presentation challenges
- How to plan and structure a presentation
- Presenting with confidence and dealing with nerves
What is your biggest challenge?

LISTEN TO ME!
Presenting confidently

- Plan your presentation
- Practise - video yourself and **Time it!**
- Breathing techniques
- Confident body language / Enthusiasm
- Use cue cards
- Arrive early
- Bring water
- Use visual aids/ handouts
- Prepare points for discussion
Remember

You do not appear as nervous as you feel!

Your audience support you
Structuring and Planning

Key questions to consider:

1. Who are your audience?

2. What’s the purpose of your presentation?

3. What is the MAIN MESSAGE you want them to take away?
Structuring and planning: Brainstorm ideas

The rule of 3

One
   1
   2
   3

Two
   1
   2
   3

Three
   1
   2
   3
Structuring and planning: Make a plan

Example: 15 minute presentation:

Introduction  - 1.5 minutes
Main body   - 8 minutes
  - section 1 - 3 minutes
  - section 2 - 3 minutes
  - section 3 - 2 minutes
Conclusion   - 1.5 minutes
Questions   - 3-5 minutes

KISS
The Presentation Journey

- Tell your audience your destination
- Outline the roadmap
- Give a timeframe

Tell them when to ask questions
Planning activity

In pairs, consider the possible challenges that your next presentation might pose for your audience, e.g.

– Will the topic be very unfamiliar?
– Are there complex concepts to explain?
– Is there a lot of data to present?
– Might you be tempted to try to put in everything you know?

How will you tackle these challenges?
Presenting academically

- Present your argument and provide evidence
- Reference quotes, ideas, data, images
- Include bibliography as your last slide
- Include references on all hand-outs
- Be critical when selecting your materials
- Include different viewpoints (to avoid bias)
- Use appropriate (academic) language throughout
- Check assessment criteria
Deep Breathing

In (1-2-3-4)

Hold (1-2-3-4)

Out (1-2-3-4)
Project your voice
Your individual challenge - Action Plan:

Identify 3 goals for your next presentation

How/when will you achieve these?
Resources

• Skills Hub sussex.ac.uk/skillshub
• Workshops
  - ITS PowerPoint Training
  - Digital tools for presentations
• Student Mentors
• SCLS – workshops and tutorials
• Royal Literary Fund – 45 minute tutorials
• Academic Advisors