Presentation Skills

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Ask Yourself

1. What is your experience of giving presentations?

2. What do you like about it?

3. What do you dislike about it?

4. Will you need to present in the future?
Overview

1. Planning Presentations
2. Preparing Presentations
3. Practicing Presentations
4. Delivering Presentations
5. Dealing with Questions
Planning
Questions to ask yourself?

- **Who** is your audience?
- **Why** are they there?
- **What is your goal?**
- **How long** will it be?
- **Where** will it take place?
Business Card Test
3 Things

If your audience could remember only three things about your presentation, what would they be?

(1) ______________
(2) ______________
(3) ______________
Start your Outline

- No **Powerpoint**
- Film with no script
- **Pencil & Paper**
- Order your thoughts
- **Key points**

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Prologue
2. To the Wall. Colonel Hynes.
3. Talking with Hynes. Crossing the Wall.
11. Journey to Belsare.
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Structure

Have a sound, clear structure
Create interest

“We need to open gaps before we close them. Our tendency is to tell people the facts.

First, though, they must realize that they need these facts.”

Dan & Chip Heath, Make it Stick
Preparation
Speaker’s 3 friends

1. Personal Notes
2. Visuals
3. Handouts
A Few Guidelines
10/20/30 rule

“should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.”

Guy Kawasaki
Information

1. Most important information **Jumps Out**
2. **Drip feed**
3. Never use sentences
Colour

Use colour well
High quality images

Use images to support your point

Use a consistent theme
The evils of Powerpoint are familiar to everyone, they include:

- Too much text
- Too small to read and is really only serving as a crutch for the presenter
- Clip Art and Slide templates that have been seen a million times
- Spinning, wooshing, dazzling animations

Part of the problem with having so much text onscreen is that it puts off people. If the idea of your presentation is to read from the slides then are you there? Besides people can read quicker than you can talk so they’ll have finished reading your slide and be waiting for the next one, or even worse working on a masterpiece doodle.

Your presentation, Powerpoint or otherwise, should be a supporting aid – you want main the focus on you not your presentation. Ideally, you should be able to deliver an equally interesting presentation should the projector/computer/room/audience break.

Avoid too many bullets as well – it makes the information dull for the audience.
PowerPoint Critique

Critique slides you have been given:

- What works?
- What does not work?
- How would you improve?
Practice
The more you practice the:

- better you feel
- more you want to do
Feeling Nervous?

- Lack of experience
- Lack of preparation
- Lack of enthusiasm
- Negative self-talk
Presenting Fitness

- Room
- Technology
- Everything
It’s not about you

Focus on your goal
- What you are going to say

Audience
- Make them comfortable
- Make it interesting
Becoming Confident

- Be over-prepared
- Rehearse and practice
- Know your subject
- Use relaxation techniques
- Be positive +++
- Avoid stressors
But most importantly……
4. Presenting
Presenting
The most powerful visual aids

- Words
- Voice
- Body Language
Make a strong start
Show Your Passion!
MOVE
Eye contact
Smile!
Dealing with Questions

TRACT technique

1. Thank the questioner
2. Repeat the question
3. Answer the question
4. Check with the questioner if they are satisfied
5. Thank them again
Practice

**Person A** speak for 30 seconds about your work.

**Person B** listen. At the end ask a question.

**Person A** use TRACT to respond.
Two versions – one topic

- http://www.youtube.com/watch?v=m0WLGqUaM88

- http://www.youtube.com/watch?v=gQe5xW0_288
Just a Minute

- Speak about subject for 1 minute
- Lose 1 point for each ‘umm’ or ‘ahh’
- Pauses and repetition allowed
Receiving Criticism

Step 1: Listen to Criticism
Step 2: Decide on Truth
Step 3: Respond Assertively
Steve Jobs Examples

- **Visuals** – http://www.youtube.com/watch?v=YKvYScoOLI54

- **Transitions** – http://www.youtube.com/watch?v=fXyWeF3v0P4

- **Rehearse** – http://www.youtube.com/watch?v=3x0Od7EFppw
Student Learning Development

Thank you for your time

Visit our website at: http://student-learning.tcd.ie

Blackboard module – Academic Skills for Successful Learning (ASSL)