

# Presentation Skills

Rachael Duncan

[r.duncan@kcl.ac.uk](mailto:r.duncan@kcl.ac.uk)

[www.kcl.ac.uk/elc](http://www.kcl.ac.uk/elc)

# Giving a Presentation

- **Content**
- **Visual Aids**
- **Handouts**
- **Notes**
- **Time**
- **Attentiveness to audience**
- **Language**
- **Evaluating your Presentation**

# Content

- The content of the presentation should show your thorough knowledge of the topic.
- In a presentation based on research, the sources of the information should be clearly shown in any visuals and handouts to avoid *plagiarism*.
- Each idea or point mentioned in the presentation should be supported with evidence, examples or explanation.
- It is important that the topics are well prepared and that not too much, or too little content, is attempted in the time given.

# Visual Aids

- After the speech content is planned the use of visuals must be carefully considered.
- Visual aids must be useful for the audience to help them understand.
- They should appeal to the visual listener/thinker, not make them distracted or confused.

# Visual Aids

- Colour, font size of words, size of diagrams and complexity of information must be considered.
- Visual aids must be introduced into the speech at appropriate times using introductory phrases such as:
  - *'In the following PowerPoint presentation there will be three diagrams that....*
  - *The first diagram illustrates...*
  - *The overhead transparency I will show you gives a summary of ...'*

# Visual Aids

- The speaker should give the audience enough time to look at the visuals and understand them. Visuals must be accurate (spelling, grammar, numbers, and statistics.)
- They must be fully referenced if the information is from a source unfamiliar to the audience.
- You should write full details as they were for a bibliography or reference list at the bottom of the slide.

# Handouts

- If handouts are given out to be used during the presentation, it is very important that their use is fully explained.
- Make sure the audience can find, and is looking at, any information that you want to emphasise.
- The handout could be a copy of an article or contain illustration of information written by you that will be discussed during the presentation.
- Always remember to cite your sources in the handouts for information you have researched to avoid *plagiarism*.

# Notes

- You should try to put your notes in point form and use them as reference points to remind you of the structure of your speech.
- They are not read out word for word as it is expected that you will talk naturally about a topic you have prepared and know about.
- Notes are on neat cards and their use is not to be too obvious to the audience.



# Time

- Always speak to the time given - so practising the speech is important to identify whether timing is correct.
- Remember the average speech rate for a presentation is about 120 – 150 words per minute so plan your speech content for the number of words that match the time length of the speech.

# Attentiveness to audience

- Remain attentive to what the audience is doing and respond to their indications of interest or confusion.
- If they seem inattentive consider rephrasing your information and talk directly to them using comments such as:
  - *'This next example is interesting because...'*
  - *'This next statistic surprises me because...'*
  - *'This next slide shows the model I have been talking about in clear detail. You will notice that...'*

# Language

- Remember the audience must understand you.
- Consider language that is appropriate vocabulary for the topic and language that you are comfortable using and can pronounce.
- Also remember to use signalling language as this helps the audience know what is happening.
- Remember, you are there talking to an audience full of living people not the back wall of a room or the carpet!!!

# Introduction

- *State what you will do*
  - What I'd like to do is to discuss ...
  - What I intend to do is to explain ...
  - In my talk today, ...
  - My topic today is ...
  - Today, I'm going to talk about ...
  - I'm going to talk to you about ...

# Introduction

- *State how you will do it*
  - I'm going to deal with three aspects of the subject ...
  - I'm going to divide my presentation into three sections.
  - I thought it would be useful to divide my talk into three sections.
  - This subject can be looked at under the following headings:
  - I'll take about ... minutes.
  - I'll be happy to answer questions at the end
  - If you have any questions, I'll try to answer them afterwards.
  - If you have any questions, please feel free to interrupt.

# Main body

- Ordering points

- Firstly          Secondly    Next
- Then            Thirdly          Lastly
- Finally

- Giving examples

- For example, ...
- For instance, ...
- *Emphasising*
- Furthermore ...
- What's more, ...
- This supports my argument that ...

# Main body

- *Putting it in other words*
  - In other words, ...
  - That is to say, ...
  - The point I'm making is ...
  - What I'm suggesting is ...,
  - Let me put it another way.

# Main body

- Using visuals
  - Take a look at this.
  - I'd like to draw your attention to ...
  - Here we can see ...
  - The ... represents ...
  - The graph illustrates ...
  - As you can see, ...
  - If you look closely, you'll see ...



# Main body

- Moving on
  - I'd like now to move on to ...
  - Turning now to...
  - Having looked at ..., I'd now like to consider ...
  - Another interesting point is ...
  - The next aspect I'd like to consider is ...

# Conclusion

- Concluding

- So ...
- We've seen that ...
- First we looked at ... and we saw that ...
- Then we considered ... and I argued ...
- In short ...
- To sum up ...
- In conclusion, I'd like to emphasise that ...
- That completes my presentation.

# Conclusion

- *Invite questions*
  - That covers the main points. If you have any comments or questions, I'll be happy to hear them.
  - So that explains my main point. Does anyone have any comments or questions?

# Discussion / Questions

- *Encouraging participation*
  - Do you agree with what X has just said?
  - So, Y, what is your opinion of this?
- *Dealing with difficult questions*
  - We don't have enough evidence to show that ...
  - That's not something I've had time to deal with, but ...
  - I'd prefer to deal with that point later.

# Evaluating your Presentation

- **Evaluation Checklists**
- Use a checklist both as a reminder before you present and as an evaluation when you have finished:
- **Organisation**
- **Content**
- **Visual Aids**
- **Delivery**
- **Audience**