

Presentation Skills

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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**