

### **GIVING A PRESENTATION (1)**

You will already be aware of whether any given presentation or lecture (and lecturer) is good or bad; what this encourages you to do is think explicitly about what makes it so. Some of what comes below will be obvious, but it is nevertheless useful to have it set out. Apply the different criteria to lectures / presentations you attend, and then to your own preparations to give the presentation for this course. Practice, as always, makes perfect.

**STRUCTURE:** You should start off with a clear idea of where you are going and where you hope to reach by the end: there should always be a beginning (introduction and statement of objectives), a middle (the giving of the information) and an end (a conclusion and summary).

**RELATION TO HANDOUT:** The information you give should correspond to the handout you prepare, the relation between the two should be easy to follow, and should follow the same order. Don't give all of the information to be conveyed on the handout, but give enough so that one complements the other.

**DELIVERY:** The content of the presentation is of course crucial, but a monotone drawl into a pile of notes will mean that much of the information is not picked up. Vary things, and try to break up the presentation into chunks that do not overstretch the concentration span of the audience.

**VISUAL AIDS:** Use them to convey information that cannot easily be understood in another form, but do not allow them to distract attention from what you are saying or to take over. If using Powerpoint, avoid duplicating text from your handout and/ or talk. The following rule of thumb may be helpful: use the handout for text; use Powerpoint for images and figures.

**TAKING QUESTIONS:** Don't forget to give the audience the chance to participate in the presentation by engaging with the material through questions. Make sure you know your stuff and have thought of some likely questions - and the answers!

## **GIVING A PRESENTATION (2)**

You will already be aware of whether any given presentation or lecture (and lecturer) is good or bad; what this encourages you to do is think explicitly about what makes it so. Some of what comes below will be obvious, but it is nevertheless useful to have it set out. Apply the different criteria to lectures / presentations you attend, and then to your own preparations to give the presentation for this course. Practice, as always, makes perfect.

### **STRUCTURE:**

You should start off with a clear idea of where you are going and where you hope to reach by the end: there should always be a beginning (introduction and statement of objectives), a middle (the giving of the information) and an end (a conclusion and summary).

- Do you start with an outline of your talk, giving the context and your objectives?
- What are the main points you want to make? How will you convey them to your audience?
- Do they follow each other clearly and logically?
- Do you end with a clear conclusion and summary?

### **RELATION TO HANDOUT:**

The information you give should correspond to the handout you prepare, the relation between the two should be easy to follow, and should follow the same order. Don't give all of the information to be conveyed on the handout, but give enough so that one complements the other.

- Are your main points, key names and detailed facts/ figures on the handout?
- Is the balance right between what is on the handout and what you will say that adds to it (the presentation should complement the handout, not repeat it)? How much (and what) will you say that is not mentioned on the handout?
- Do the points follow easily and logically from each other, allowing scope for note-taking?

### **DELIVERY:**

The content of the presentation is of course crucial, but a monotone drawl into a pile of notes will mean that much of the information is not picked up. Vary things, and try to break up the presentation into chunks that do not overstretch the concentration span of the audience.

- Do you know your material? Will you read or use flashcards?
- How will you vary the delivery of the material?
- Are links between sections/ members of the group smooth? Do they avoid overlapping/ repeating material?
- Where will you be during the presentation (standing/ sitting), and where will your eyes be (on your audience/ in your papers/ on the projector screen)?

- Have you practised giving the presentation? Does it fit the time available?

### **VISUAL AIDS:**

Use them to convey information that cannot easily be understood in another form, but do not allow them to distract attention from what you are saying or to take over: remember to use them only when needed. If using Powerpoint, avoid duplicating text from your handout and/ or talk. The following rule of thumb may be helpful: use the handout for text; use Powerpoint for images and figures.

- Are your visual aids clearly produced and easy to understand?
- Do they fit with your talk and what do they add to your presentation?
- Will they distract from the delivery of the material?
- If you are using Powerpoint, do you duplicate material from your handout? If so, does it add anything to your presentation that is not already conveyed?

### **TAKING QUESTIONS:**

Don't forget to give the audience the chance to participate in the presentation by engaging with the material through questions. Make sure you know your stuff and have thought of some likely questions - and the answers!

- Do you know your material?
- Can you foresee likely questions, and have the answers ready?
- Are you able to give a partial response even if you do not know the full answer?