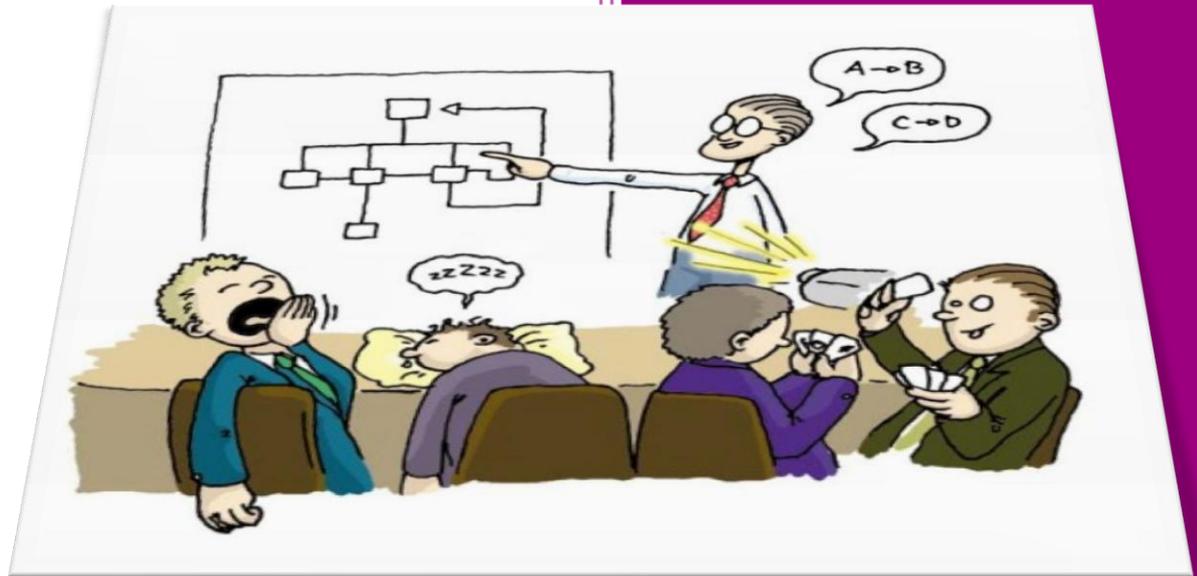




2012

Presentation template



This pack has been created using materials from the above Centres of Excellence in Teaching and Learning



www.londonmet.ac.uk/studyhub

Andy Mitchell

Study Hub

1/1/2012

Presentation Skills Summary

Content

- Should be relevant to the audience
- Main points should be expressed more than once
- Only present what you know (don't try to bullshit your way through it)

Audience

- Size
- What experience does the audience have with the topic?
- Interest in the topic
- Needs
- Gender balance (content and delivery may change in a mixed gender audience)
- Age range
- Culture/religion (are there any cultural or religious factors that may influence the content or delivery?)

Venue

- Location (geographic)
- Physical access to the facility and to the room – it is better for the entrance of the room to be at the back
- Lighting (adequate for all to see you)
- The stage “set” (remove distractions – any materials from previous sessions should be removed)
- Size of the room
- Seating
- Temperature (cool is better than warm)

Delivery

- Eye contact (make frequent eye contact with the audience – pick two or three people seated in different places and look at them)
- Timing (time of day/time in relation to other topics/timing of specific remarks/silence can be powerful)
- Duration (stick to the time limit)
- Pace
- Keep It Short and Simple
- Voice (volume, tone modulation)
- Humour (if you are not sure that what is funny to you will be funny others – don't try to be funny)
- Language (avoid jargon)
- Gestures (some are better than none – too many detract)

Visual Aids

- Keep It Short and Simple
- Should support and not detract from the presentation
- Be sure all can see it
- OHP
- Flipcharts
- PowerPoint – see http://www.writing.engr.psu.edu/speaking/rethinking_psu.pdf

Choreography

- OHP (when not in use remove it from the stage or fold down the mirror)
- Flip chart stands (right handed-stage left/left handed-stage right)
- PowerPoint (check it works for everyone presenting)
- Co-presenters (clarify roles and responsibilities – follow the plan!)

Worksheet 1

Preparing your introduction

Instructions: *Complete the following questions*

What is the topic of your presentation?

Summarise the topic in five words?

1.	2.	3.
4.	5.	

Why is the topic interesting and useful to your audience?

Optional question: Write a question that you can ask the audience that will highlight their need to listen to your presentation. For example, if your presentation is about *'how to get a good job after graduation'*, you could ask, *"If you are worried about getting a good job after graduation, please raise your hands."*

What is the background? (Why did you choose this topic?)

What is your objective? (What do you want the audience to know at the end of the presentation?)

Worksheet 2

Preparing the main body

What is the first main part of your presentation?		
Summarise the first main point in 5 words or less:		
1.	2.	3.
4.	5.	(To put on your note cards and slide titles)
What is the second main part of your presentation?		
Summarise the second main point in 5 words or less:		
1.	2.	3.
4.	5.	(To put on your note cards and slide titles)
What is the third main part of your presentation?		
Summarise the third main point in 5 words or less:		
1.	2.	3.
4.	5.	(To put on your note cards and slide titles)
If you have a fourth main point, type it in here:		
Summarise the fourth point in 5 words or less:		
1.	2.	3.
4.	5.	(To put on your note cards and slide titles)

Introduction

Instructions: Edit these boxes so that the grammar is correct:

Good (choose time) ladies and gentlemen,

Welcome to my presentation. My name is

The topic of my presentation today is called

Optional question here:

The reason this topic is useful for you is

We are going to talk about (insert number) things today. Firstly,

Secondly,

Next/Finally, we are going to talk about

Finally, we will look at

Please feel free to ask me questions at the end. This presentation will last for about minutes.

Main body of the Presentation – Point One

Firstly,

--

Write the details of your first point in here:

--

Write up to five words that remind you of the details in here:

1.	2.	3.
4.	5.	

That is the end of the first point.

Second Point

Now I will discuss the second point, which is about

--

Write the details of your second point in here:

--

Write up to five words that remind you of the details in here:

1.	2.	3.
4.	5.	

That is all for the second point.

Third Point

Next/My final point is,

--

Write the details of this point in here:

--

Write up to five words that remind you of the details in here:

1.	2.	3.
4.	5.	

That is all for this point.

Fourth Point

My fourth/final point is,

--

Write the details of this point in here:

--

Write up to five words that remind you of the details in here:

1.	2.	3.
4.	5.	

That is the end of the final point.

Conclusion

In conclusion, in this presentation my objective was to

I have covered main points, firstly

Secondly, we discussed

Next/Finally we discussed

Finally, we looked at

I hope you have found this presentation useful. Thank you.

Do you have any questions, please?

If there are no more questions, that is the end of my presentation.