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**Short Introduction to
Presentation Skills**

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Agenda

- Preparation and Practice
- Tone and Body Language
- Perfect PowerPoint
- Flipcharts and Whiteboards
- Dealing with questions and interruptions
- Facing your fears
- Where to go next

What makes a good presentation?

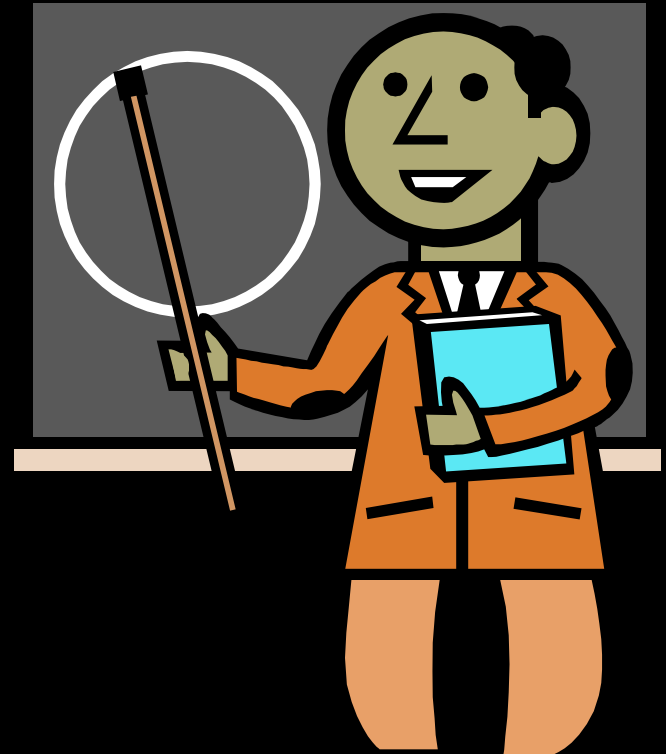
- Divide into groups
- What makes a good presentation?
- Some things to think about
 - presenter
 - resources
 - structure

Feedback

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Preparation

- Preparation is key!
- Key message
- Audience
- Time
- Resources
- Close



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Structuring your Presentation

- Three section structure:
 - introduction
 - information
 - recap.
- Prepare everything you need in advance
- Check on the day that everything works

Practice

- Practice in front of people
- In the venue
- Fix things that don't work
- Timing
- Gets you used to being in front of an audience.

Giving the Presentation

- Only a small proportion comes from what you say
- Posture.
- Tone of voice.
- Don't rush!

Warm up!

- Helps you to relax
- Helps you to be heard
- Helps you to sound more confident.



Warm up!

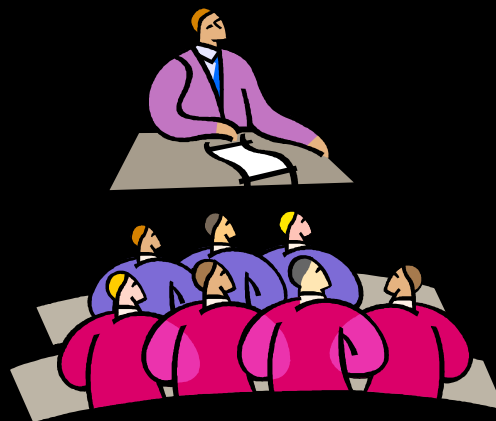
- Deep breathing exercises- in for a count of 5, out for a count of 5. In for 6, out for 6, and so on, up to 10.
- Hum! This loosens the vocal chords and warms them up
- Do some tongue twisters. Really try to articulate the words. Get faster and faster!
- Yawn.

Tongue Twisters!

- Unique New York
- She sells sea shells by the sea shore. The shells that she sells are sea shells I'm sure
- Red Lorry, Yellow Lorry
- Peter Piper picked a peck of picked peppers
- Rubber buggy baby bumpers

Giving the Presentation, cont:

- Clothing: comfortable, appropriate
- Maintain eye contact
- Use notes if you need them
- Think about when to use handouts



PowerPoint

Good Points

- Portable
- Professional
- Can add graphics
- Clear
- Can use for handouts

Bad points

- Depends on technology
- Lack of audience contact
- Can't add to it
- Overcrowded

Facing your fears

Possible fears, and how to deal with them:

- Forgetting what to say: prepare and use notes or cue cards. If you do forget, take a deep breath, and don't panic, as you'll forget even more!
- Speaking in front of people: practice in front of a small audience first. Look just about the heads of the audience. Sometimes you will be nervous: accept it and carry on



- Disruptions, people shouting out or being rude during your presentation: You control the presentation. If people are being noisy, disruptive, or rude, you have the right to ask them to leave. If you're unwilling to do this yourself, contact venue security if they are present.

- Getting lost: Allow plenty of time to get to the venue, make a contact number to call if you get lost, plan out the route beforehand, take a taxi if you can't find the venue



Public Speaking Tips

- Breathe deeply
- Take your time
- Test the microphone
- Smile!

PowerPoint tips

- Look at the audience, not the slides
- Don't overcrowd
- Pay attention to colour and layout
- Print out slides
- Test beforehand

Flipcharts and Whiteboards

Good Points

- Low-tech
- Easy to add to
- More contact with audience
- More interactive

Bad Points

- Can only use once
- Can't add graphics
- Can be hard to read
- Hard to see

Flipcharts and Whiteboard Tips

- Don't hide!
- Draw lines if needed
- Pay attention to colour
- Call ahead to check on facilities
- Stick to a few key points

Dealing with Questions

- Questions show people are listening!
- Allow time to deal with them
- Decide when to answer them
- Try and anticipate
- Don't be afraid to stop and think

What if I don't know the answer?

- Open it to the floor
- Take details and answer later
- Repeat the question back if you don't understand it

Facing your Fears

- Write your fears on a post-it
- Stick them up
- Find ways to face them in the group



Any Questions?



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Where next?

- Presenting your research using PowerPoint
- Poster Design: an introduction
- Poster Design: Advanced
- Poster Presentation: planning the content
- Preparing for your Viva
- Presentation Skills (2 Day course)
- Confidence building workshop (Counselling and Guidance)

Summary

- Preparation is key!
- Practice!
- Watch out for tone and body language
- Your flipchart/PowerPoint is a complement only, don't let it take over!
- Questions are good, but prepare for them.
- Fears can be tempered with good preparation

Get in touch

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