

## Presentation Skills

During your course you will probably be asked to speak in public at some time or other. This may be in the form of a short presentation to your class or colleagues.

Many people find it very difficult to do this, especially the first time! Don't despair... the following notes are aimed at not just helping you to put together a good presentation but also to improve your presentation techniques and confidence.

### Some Basic Tips

- ✓ Know Your Subject: Take plenty of time to prepare and research your subject/topic. You will feel much more confident if you fully understand what you are supposed to be talking about. Plus, your knowledge and enthusiasm will be evident.
- ✓ Know your Audience – this will help information how you present you information and the emphasis given to certain subjects
- ✓ Logical Order: Organise all your information in a logical order. Don't confuse your audience by jumping back and forwards from one topic to another. Keep it as clear and concise as possible.
- ✓ Introduction: Always begin with a short introduction to yourself and the subject. Explain to your audience why you are doing it and what you are going to cover.
- ✓ Check at this point that everyone can hear you and see any slides, flip charts etc
- ✓ Key Points: Break contents down into Key Points and spend time talking about each. Explain how they are related. Don't be sidetracked and wander off the main key points.
- ✓ Conclusion: Always have a formal conclusion, sum up all the points.
- ✓ Ask for questions and clarify any points that your audience may not have fully understood.

## Getting Ready

- 1) Prepare slides to add interest but: - limit the info on each slide - only put relevant information on slides - practice using PowerPoint, or any other type of equipment you are using beforehand.
- 2) If using a Flip Chart it is often a good idea to prepare the pages in advance if possible. If not, practice beforehand, i.e. make sure your writing is large enough to be seen from the back of the room, keep writing in straight lines not uphill or downhill!
- 3) If you wish to, prepare some questions for your audience throughout your presentation in order to get them involved.
- 4) Practice, practice, practice! In front of a mirror or a friend if possible. It's amazing what annoying habits you can pick up when you actually watch yourself, e.g. swaying from side to side when talking, using your hands too much etc.

### Training on the use of Power Point

[Short course of Using Power Point to create good Presentations](#) There is a short registration process before you can use this.

[Powerpoint for Windows Training](#)

### For further reading:

Presentation Skills Author: Siddons, Suzy on the library shelves at (658.45)

### Watch a video

You Tube: A Collection of good video information on [good presentation skills](#).

Clickview Video [Presentaton Skills](#) Part of the Workplace Essentials Skills series.

Clickview Video [Presentation Basics](#) –

You Tube: Have a bit of a laugh ....watch [How NOT to do a Presentation](#)