

# Presentation skills



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# Presentation skills

## Overview

- Preparation
- Who are the audience?
- What to use?
- How to make the “slides”
- Rehearsals
- Fear
- “On the day”
- Questions
- The secrets of success



# Presentation skills

Secrets of success

The **first** secret of a successful presentation is:



- Preparation
- Preparation
- Preparation



Be Prepared



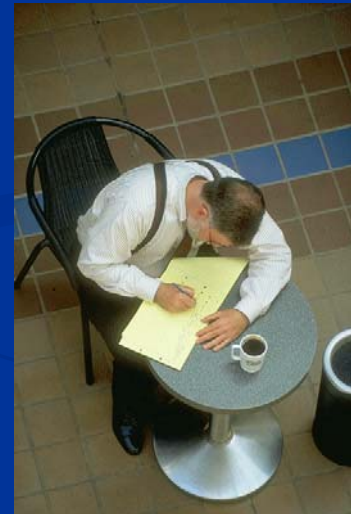
# Presentation skills

## Getting started



Give yourself a starting date for the project

Do a little everyday!



Soon it will be finished

# Presentation skills

Who will you be speaking to?

## Who?

- Colleagues/Seniors  
/Juniors

- Students

- National Meeting }  
• International Meeting }

- The public/the press



## What type of presentation?

### How long?

- { Departmental meeting
- { Journal club

- { Lecture
- { Seminar
- { Interactive discussion

- { Research presentation
- { Invited Lecture

- { Lecture/Press release

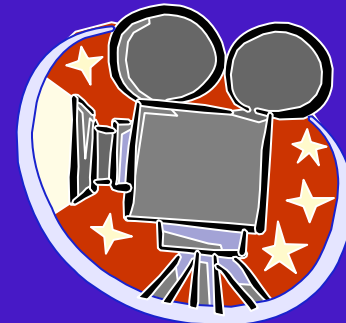
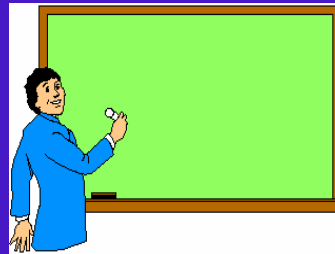


# Presentation skills

What “hardware” will you use?



QuickTime™ and a  
TIFF (PackBits) decompressor  
are needed to see this picture.



# Presentation skills

What “hardware” will you use?

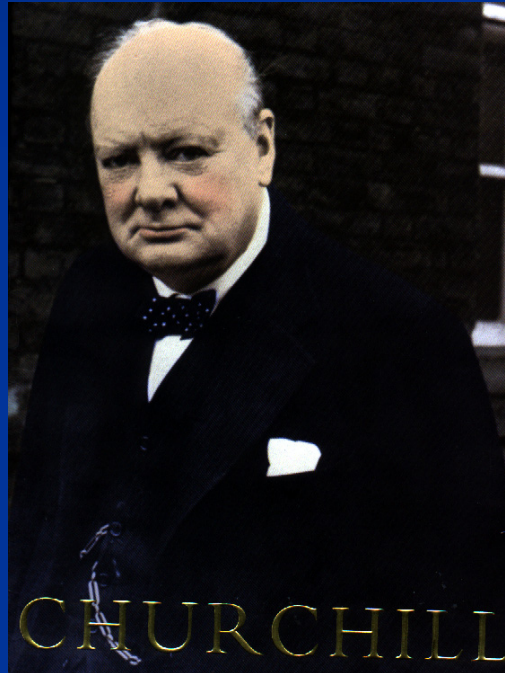
- Nothing                      very brave!
- Blackboard }                {class
- Whiteboard }                {interactive session
- Flipchart    }                {brainstorming
  
- Overheads                    class/lecture
- (35mm Slides                research presentation)
- **Powerpoint**                any presentation  
can make changes at the  
last minute (learn how  
to use it!)
  
- Handouts                    lecture/press release



# Presentation skills

The folly of having no notes!

“It lies with the government to satisfy the working classes but there is no justification....”



Speech in House of Commons in support of a bill to improve trades union rights, April 22nd, 1904.  
Hansard, 4th Series, vol. 133 cols 958-1001

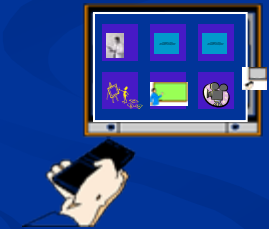




# Presentation skills

What “hardware” will you use?

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# Presentation skills

## The Slides

Don't let the message be overwhelmed  
by technological gymnastics !

**KISS - Keep It Simple Stupid!**

- One slide per minute
- Not too much text  
(text is an *aide mémoire*)
- Use graphs rather than tables



# Presentation skills

## The Slides



Beware!

- Make sure text can be read! - use appropriate font size
- Learn how to spell! - need more than 'spellcheck'
- Use colour combinations that work when projected:

✓ white/yellow on blue background

X black on blue background

X red on green background

- Beware of backgrounds - not too fussy
- Beware of animations - distracting
- Beware of video
- (Beware of dual projection)



# Presentation skills

## A Typical Research Presentation

Slide	n	Content
• Title slide	1	Names & institution
• Introduction	2	Background to study
• Hypothesis	1	What question are you addressing
• Methods	2-3	How you did the project (Don't forget statistical methods)
• Results	4-5	No train-timetables Use figures rather than tables
• Summary	1-2	Summarize your findings
• Conclusion	1	Speculate as to what it all means
• Finishing slide	1	Say "thank you"
• Total	13-16	



# Presentation skills

## A Typical Lecture

Slide	n	Content
<ul style="list-style-type: none"><li>• Title slide</li></ul>	1	Names & institution
<ul style="list-style-type: none"><li>• Introduction</li></ul>	1-2	Give overview of the lecture <i>(Tell 'em what your gonna say!)</i>
<ul style="list-style-type: none"><li>• Substance of lecture</li></ul>	25	Give the lecture (break it into digestible bits/20 mins use humour/ questions/breaks/case histories) <i>(Say it!)</i>
<ul style="list-style-type: none"><li>• Summary</li></ul>	1-2	What was the lecture about <i>(Tell 'em what you said!)</i>
<ul style="list-style-type: none"><li>• Questions</li></ul>		Consider “handouts”
Total	28-30	



# Presentation skills

Secrets of success

The **second** secret of a successful presentation is:



- Rehearsal
- Rehearsal
- Rehearsal



# Presentation skills

## Rehearsal

### Do

- use short sentences
- use short words
- use the active tense
- use lively language
- be precise
- project your voice

### Don't

- use long complicated sentences
- use long abstract words
- use passive tense
- use cliches
- “hum and haw”
- be monotonal

Write out exactly what you are going to say and learn it!



# Presentation skills

## Rehearsal

- It is generally not acceptable to read a talk
- Use the slides as an *aide mémoire*. Use Key-Words to remember the talk. Don't read every word on the slide.
- Practise in front of a mirror/make an audio or video tape



- Give the talk formally to a friend(s)
- Time yourself and get it right
- Accept criticism and be prepared to change
- Give the talk in a room similar to the one you will be using

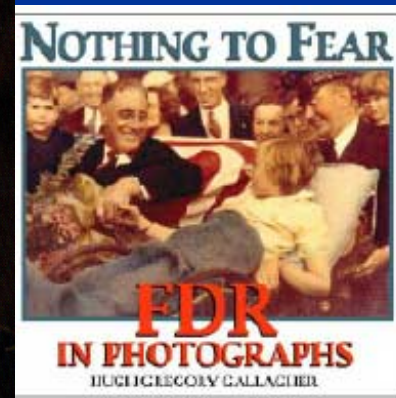




# Presentation skills

## Stage Fright

“So first of all let me assert my firm belief that the only thing we have to fear is fear itself”



Franklin Delano Roosevelt  
Inaugural Presidential address, 4th March 1933



# Presentation skills

## Fear

- Fear is a normal physiological response
- Everyone has a certain amount of stage fright
- Think positively (not negatively) about the event
- Don't panic!

Yea! I can do it!



✓



Oh No!

QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

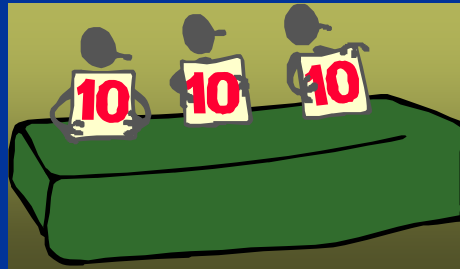
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# Presentation skills

## Fear

- Be prepared and well-rehearsed
- Relaxing exercises
- Imagining yourself giving a terrific talk



- The audience is generally on your side
- Be ready for the questions
- If someone disagrees with you don't take it personally

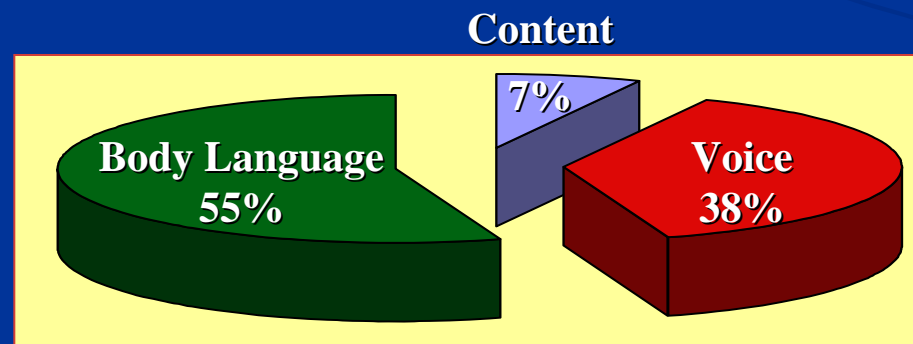


# Presentation skills

On the day

- The person
- The meeting
- The talk
- The questions

## Elements of Dynamic Delivery



# Presentation skills

On the day

- **The person**

Look the part

Dress well

Be neat and tidy

Be well groomed

Smile

Eat a light meal

Don't drink alcohol/tea/coffee

Don't take  $\beta$ -blockers

Do your relaxing exercises



- The meeting
- The talk
- The questions



# Presentation skills

On the day

- The person
- **The meeting**

Be on time

Check out the hall and podium

Know how the technology works

Sit near the front at the edge of a row

Introduce yourself to the chairperson

- The talk
- The questions



# Presentation skills

On the day

- The person
- The meeting
- **The talk**

Do relaxing exercises beforehand

Stand up

Speak up

Speak S L O W L Y

Use pauses

Use the pointer to point

Say “thank you” at the end

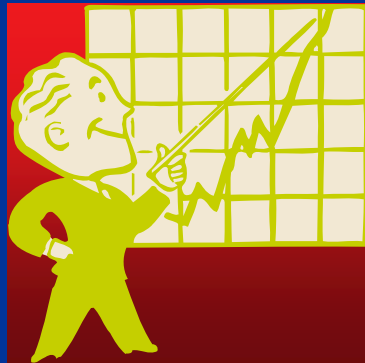
- The questions



# Presentation skills

Secrets of success

The **third** secret of a successful presentation is:



- Anticipate the questions
- Anticipate the questions
- Anticipate the questions





# Presentation skills

On the day

- The person
- The meeting
- The talk
- **The questions**

Try to anticipate the questions

Know your subject

Stand over your data

Stay calm, Breathe

Tell the truth

If you don't know, say so

Break long questions into smaller units

Don't be intimidated



# Presentation skills

## Secrets of success

The **first** secret of a successful presentation is:



- Preparation
- Preparation
- Preparation



The **second** secret of a successful presentation is:



- Rehearsal
- Rehearsal
- Rehearsal



The **third** secret of a successful presentation is:



- Anticipate the questions
- Anticipate the questions
- Anticipate the questions



# Presentation skills

## Summary

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“I made it a rule to work regularly twice a day and for two or three hours each time with divers persons, not counting the hours which I would spend on my own account, alone..... I cannot tell you what fruits I reaped immediately as a result of this decision.....”



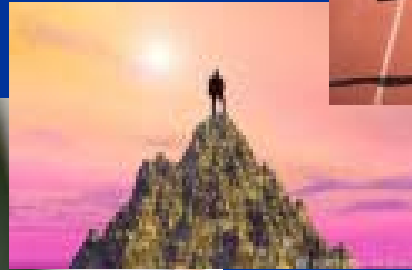
1638-1715

“My early shyness which first afflicted me, *especially when I had to speak at any length in Public*, disappeared completely....”

“Finally, I experienced an inexpressible pleasure - something which you will not know yourself unless you taste it as I did”.



# Presentation skills



*Per ardua ad astra*  
*Per ardua ad astra*

