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
- Students
- National Meeting
- International Meeting
- The public/the press

What type of presentation?
- 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?

- 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 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
  - ✗ black on blue background
  - ✗ 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

<table>
<thead>
<tr>
<th>Slide</th>
<th>n</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title slide</td>
<td>1</td>
<td>Names &amp; institution</td>
</tr>
<tr>
<td>Introduction</td>
<td>2</td>
<td>Background to study</td>
</tr>
<tr>
<td>Hypothesis</td>
<td>1</td>
<td>What question are you addressing</td>
</tr>
<tr>
<td>Methods</td>
<td>2-3</td>
<td>How you did the project</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Don’t forget statistical methods)</td>
</tr>
<tr>
<td>Results</td>
<td>4-5</td>
<td>No train-timetables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use figures rather than tables</td>
</tr>
<tr>
<td>Summary</td>
<td>1-2</td>
<td>Summarize your findings</td>
</tr>
<tr>
<td>Conclusion</td>
<td>1</td>
<td>Speculate as to what it all means</td>
</tr>
<tr>
<td>Finishing slide</td>
<td>1</td>
<td>Say “thank you”</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>13-16</td>
<td></td>
</tr>
</tbody>
</table>
## Presentation skills

### A Typical Lecture

<table>
<thead>
<tr>
<th>Slide</th>
<th>n</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Title slide</td>
<td>1</td>
<td>Names &amp; institution</td>
</tr>
<tr>
<td>• Introduction</td>
<td>1-2</td>
<td>Give overview of the lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Tell ‘em what your gonna say!)</em></td>
</tr>
<tr>
<td>• Substance of lecture</td>
<td>25</td>
<td>Give the lecture</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(break it into digestible bits/20 mins use humour/ questions/breaks/case histories)</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Say it!)</em></td>
</tr>
<tr>
<td>• Summary</td>
<td>1-2</td>
<td>What was the lecture about</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(Tell ‘em what you said!)</em></td>
</tr>
<tr>
<td>• Questions</td>
<td></td>
<td>Consider “handouts”</td>
</tr>
<tr>
<td>Total</td>
<td>28-30</td>
<td></td>
</tr>
</tbody>
</table>
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
“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.
Presentation skills

Fear

- Be prepared and well-rehearsed
- Relaxing exercises
- Imaging 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

- Body Language: 55%
- Voice: 38%
- Content: 7%
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 β-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

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

“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”.

Louis XIV
1638-1715
Presentation skills