Academic Learning Support

Oral Presentations
Q: Presentation Workload

Discuss:

- How many stages are there in preparing and delivering a presentation?

- What percentage of work is each stage?
Today’s workshop

This workshop started with a ‘warmer’; in this case a discussion question. Why did we do this?

It is good to do this BEFORE your outline.

So now here is our workshop outline:
Outline

● What &

● How of Oral presentations –
  • Before – Preparation, Presentation & Practice
  • During – Delivery tips
  • After – Evaluation

● Example presentation - TED

● Task – Develop and deliver a mini presentation
Oral Presentation ‘What’:

- An oral presentation is like a written assignment in that it has:
  - An Introduction including a thesis
  - Research and body
  - A strong conclusion
Unlike written assessment

- You can use informal language, humour, and can pause and repeat important points.
- You can and should build to a discussion at the end.
A: Answer to ‘warmer’:

Part 1: Before
- Purpose
- Preparation
- Presentation
- Practice

Part 2: During
- Delivery
- Question time

Part 3: After
- Evaluation
- Revision

What percentage of work is each stage?
Preparation, preparation & preparation

….is about 70% of the work.

You should have practised your talk several times before the presentation day.
Before: Preparation…

- Purpose and goals – essential information
- Audience analysis – strategy and flexibility
- Script writing – from research to first draft
Tip: Outline your talk

- Make your 1\textsuperscript{st} or 2\textsuperscript{nd} slide an outline of your presentation
- Follow the order of your outline for the rest of the presentation
- Only place main points on the outline slide
  - e.g.: Use the titles of each slide as main points
Presentation

- Visual aids
  - PowerPoint Slides
  - Overhead transparencies
  - Whiteboards/flip-charts
  - Realia

- Next: good & bad examples of PowerPoint Slides
Example: Slide Structure – Good

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Avoid wordiness: use key words & phrases only
Slide Structure - Bad

- Do not use distracting animation
- Do not go overboard with the animation
- Be consistent with the animation that you use
Example: Slide Structure - Bad

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.
Fonts - Good

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
  - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- Use a standard font like Times New Roman or Arial
Example: Colour - Good

- Use a colour of font that contrasts sharply with the background
  - e.g.: blue font on white background
- Use colour to reinforce the logic of your structure
  - e.g.: light blue title and dark blue text
- Use colour to emphasize a point
  - But only use this occasionally
Example: Colour - Bad

- Using a font colour that does not contrast with the background colour is hard to read.
- Using colour for decoration is distracting and annoying.
- Using a different colour for each point is unnecessary.
  - Using a different colour for secondary points is also unnecessary.
- Trying to be creative can also be bad.
Example: Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation
Example: Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use
## Example: Graphic - Bad

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Hats</td>
<td>20.4</td>
<td>27.4</td>
<td>90</td>
<td>20.4</td>
</tr>
<tr>
<td>Red Hats</td>
<td>30.6</td>
<td>38.6</td>
<td>34.6</td>
<td>31.6</td>
</tr>
</tbody>
</table>
Graphics - Good

- Use graphs rather than just charts and words
  - Data in graphs is easier to comprehend & retain than is raw data
  - Trends are easier to visualize in graph form
- Always title your graphs
Items Sold for 2002

- Blue Hats
- Red Hats

1st Quarter  2nd Quarter  3rd Quarter  4th Quarter
Graphics - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colours are illogical
- Title is missing
- Shading is distracting
Example: Graphic - Bad
Practice

- Memorisation – do not read word-for-word
- Organisation – sections, sequence & flow
- Timing – length, speed, attention & detail
During: Delivery

- Communication – pitch, pace, volume, breathing.
- Eye contact – non-verbal communication.
- Nervousness – gaining confidence.
Tip: Conclusion

- Use an effective and strong closing
  - Your audience is likely to remember your last words

- Use a conclusion slide to:
  - Summarise the main points of your presentation
  - Suggest future avenues of research
Question time

- End your presentation with a simple question slide to:
  - Invite your audience to ask questions
  - Provide a visual aid during question period
  - Avoid ending a presentation abruptly

- Deal with questions you want to or can answer

- Deal with questions you do not want to or cannot answer
After: Evaluation

- Gaining feedback from peers
- Gaining feedback from lecturers/tutors
- Evaluation sheets
Example Presentation

- Watch the first 3 minutes of this presentation.

- Q1. How does the speaker start
- Q2. What is the topic?
- Q3. What is the thesis?
- Q4. Are slides used – why?

- [http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html](http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html)
Q1. How does the speaker start? With a warmer – do a body audit.

Q2. What is the topic? Body language/Non verbals

Q3. What is the thesis? We can change the way our lives unfold through use of non verbals.

Q4. Are slides used – why? Yes but for images not to write all key ideas.
Continue watching TED

- Which of those ‘nonverbals’ mentioned in this talk could be used in your class presentations?

- When and how?
References

  http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html
Please visit Academic Learning Support for further advice and for advice on your presentation

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