

# Presentation Skills Tutorial



9. Do not read directly from your notes.  
Keep eye contact with your audience.



# Agenda

- Preparing For Your Presentation
- Presentation Structure
- Body Language
- Audio Visuals
- Effective Handouts
- Encouraging Audience Interaction

# Preparing For Your Presentation

## Things to consider:

- SCOPE of content  
(how wide should your information go?)
  - time limits/requirements will help determine the scope of the content you present.
- DETAIL of content  
(how deep should your information go?)
  - present the level of detail necessary to cover your main points.

# Preparing For Your Presentation

## How to begin:

- Create a rough outline of your presentation, identifying the main points that you intend to cover.
- Decide on the best order to present your content.
- Make a skeleton slide deck to help you visualize how to logically organize your presentation content.

# Preparing For Your Presentation

## Pre-presentation day considerations:

- Check out the space (physical and technological logistics)
  - where will you stand?
  - what technology is needed?
  - do you need audio capabilities?
- Does your audience have any specific needs?
  - can they see the screen? hear you?
- Prepare point form speaking notes as a backup if you lose your place.
- Rehearse your presentation to gain confidence speaking about your topic.





# Presentation Structure

## . Introduction

- Brief introduction of the **topic**
- **Hook** (something to grab the interest of your audience)
- **Agenda** (formally identify what your presentation will cover - e.g., slide headings or a list of subtopics)

## . Content (body)

- this section contains the research information gathered to explain the main points of the presentation.

## . Conclusion (summary of main points)

- identify and emphasize the main points of the presentation in a concluding/summarizing tone.

## . Questions/Discussion

- always leave time and welcome questions/discussion from the audience.

# What is a presentation hook?

- anything that raises the interest level of your audience
- hooks are used to draw the audience into your presentation
- they can be used at the start and/or end of a presentation

## EXAMPLES:

- a relevant video or music clip, dramatization, quotation, cartoon, anecdote, photograph, poem, shocking fact or statistic, or intriguing question.



# The BODY of the presentation should...

- be structured effectively, e.g. ...
  - facts and description
  - explanation and examples
  - significance and conclusions
- have clear transitions
- connect back to the agenda via key words

# The CONCLUSION should...

- review original presentation goal and summarize presentation highlights that achieved that goal

## Ending may...

- extend your topic/thesis beyond the scope of your presentation
- include follow-up questions to inspire discussion
- review your main idea using a “hook” from the opening suggestions

# Body Language

## ...conveys your attitude!

Body language quickly informs your audience about:

- the tone of your presentation
  - formal/casual, welcoming/unwelcoming, appropriate/inappropriate
- speaker attitude/skills
  - confidence (speaking and knowledge)
  - preparedness
  - potential for audience interaction
  - engagement level

# Body Language Includes...

- posture

- how you sit and/or stand communicates your level of engagement and confidence

- gestures

- hand gestures and physical movements also communicate levels of confidence and engagement

- facial expression

- eye contact

# What Do These Behaviours Convey?

- fidgeting
- shifting your weight from side to side
- crossing your arms
- touching your face or hair
- keeping your hands in your pockets
- leaning against the whiteboard

# What Do These Behaviours Convey?

- feet and knees pointing towards the audience
- hands forward, palms extended
- head tilted slightly to one side
- leaning forward slightly
- smiling



# Eye Contact

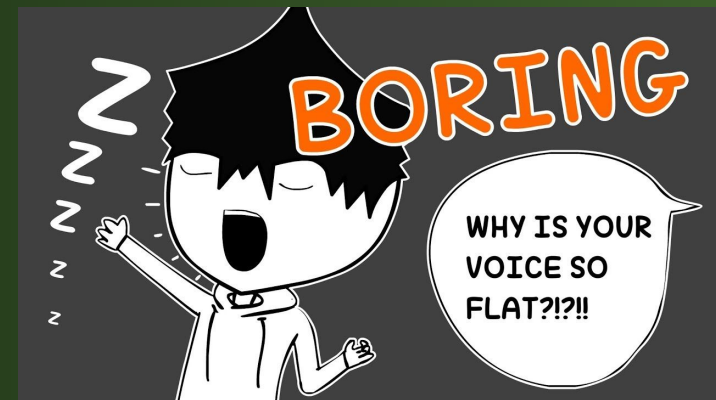


- 1-3 seconds per person
- Address everyone, not just your teacher
- Never turn your back to the audience while speaking



# Voice Pitfalls

- Monotone
- Enunciation/pronunciation problems
- Audible insecurity
- Talking too fast
- “Filler” noises



# Notes About Digital Slide Decks

- Speaker is the focus; graphic is the support.
- Simple and uncluttered
- Point form only
- Maximum of 6 bulleted points per screen

# Effective Digital Slide Decks

- Simple font, *not fancy one*
- Minimum 32 pt., 45 pt. for titles
- Dark backgrounds are warm and draw in the audience; contrast with light text
- Choose blue or green over red
- Maximum 2 fonts and 2 colours

# Digital Slide Deck Add-Ons

- Choose images carefully
  - visuals in your presentation should be referred to or explained during the presentation
  - e.g., describe the significance of a photo that you included in your presentation.
- Sound and video clips should be brief, quality, and highly relevant
- Graphs and charts should be simple and easily readable
  - be sure to explain the data to your audience

# Effective Handouts

- stress key points
- may contain background information
- include structured note taking space
- are referred to often during the presentation
- do not substitute for attending the presentation

# Audience Interaction

- can occur throughout the presentation, not just at the end
- should make students think, not just repeat what you presented



# Encouraging Maximum Audience Participation

- present questions orally *and* in writing (on your slide deck or your handout)
- give enough thinking time
- provide prompts if necessary
- think-pair-share



# Bells and Whistles

- Encouraged ONLY if they do not interfere with the academic integrity of the presentation.



# *The End*

