

Oral Presentations

Planning and Delivering an Effective Presentation

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Topics Covered



- Purpose
- Planning
- Delivery
- Being a good listener
- Giving constructive feedback



Transferable skills= Real world skills



- Be able to communicate complex information in simple and interesting ways
- Communicate thoughts and feelings effectively
- ability to present accomplishments and skills during a job interview
- Make a presentation at work

What is expected?



present a
summary of issues



report on an
assignment



report on progress
in your research



present study
results



Why?



Gain a deeper understanding of the topic through explanation of it to others



Improvement in your ability to articulate an argument



Demonstration of research skills



A channel to share what you have learned with other students



Similarities between written and oral presentations



- knowing your purpose is vital
- being as clear as possible for the audience in relaying your message
- having a cohesive presentation
- our content has to be built on reliable sources/references



How is it different?

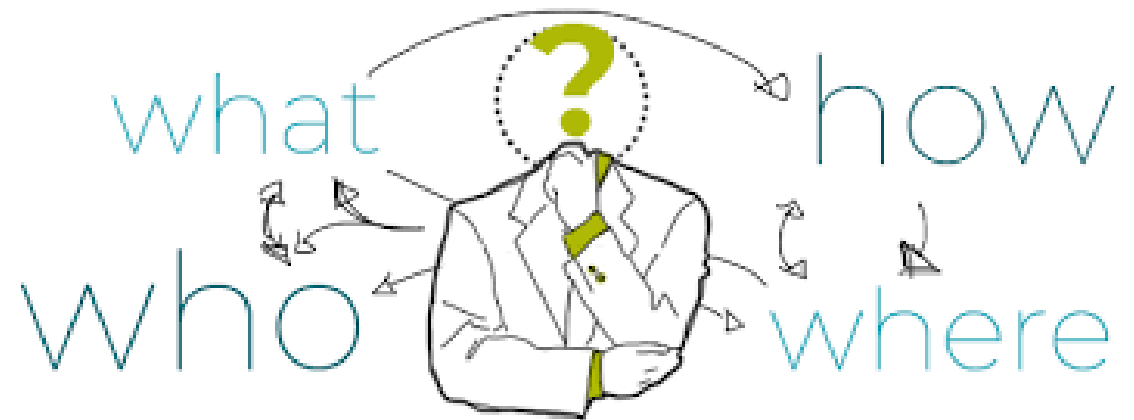


The oral presentation is like the Abstract, concise and to the point.



Subject and Purpose

- Interpreting the Task
- What is the purpose?
- **Who am I speaking to?**
- What are the main points I want to make?
- What do I want the audience to do with the information after the class?



Start with your assignment



What are you expected to do in your assignment?

- Interpret the task
- Look at the command words

Analyze

Compare

Argue

Contrast



Determine the overall purpose

- Inform?
- Educate?
- Present an argument?
- Inspire?
- Convince?



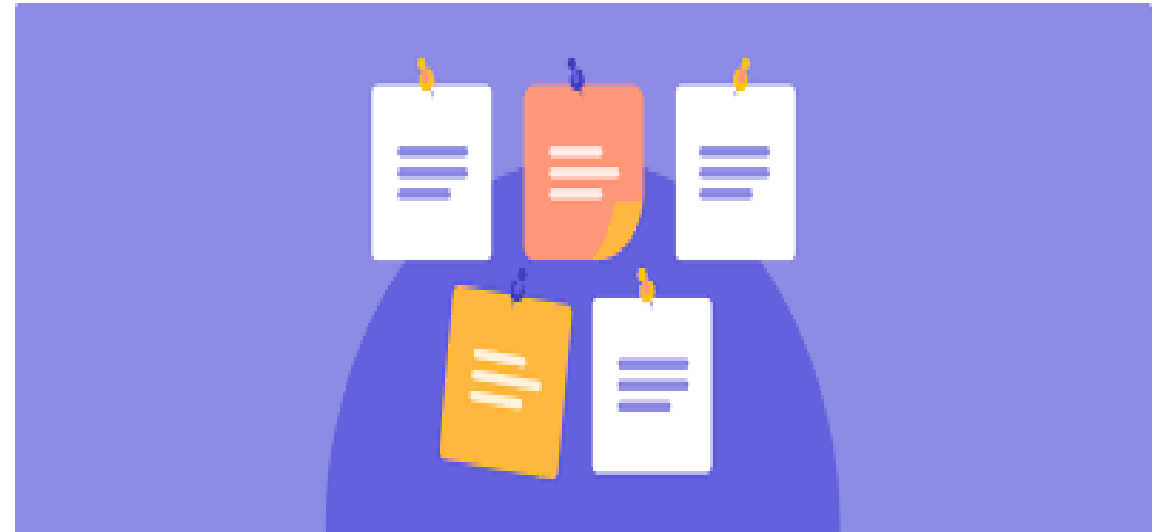


- Are you outlining a particular method or approach?
- Are you emphasising the practical application of your research?
- Are you providing an overview of your work-in-progress?
- Are you presenting study results?



Organize Content

- Introduction- *preview* of what you will say.
- Content- *substance* of presentation (main ideas, illustrations and material)
- Conclusion- which sums up and *restates* your purpose.



A member of the audience can now visualize your presentation like this:



INTRODUCTION

- captures the audiences attention
- explanation of structure

BODY

- First point -statement of fact-supporting material
- Second point- statement of fact-supporting material
- third point-statement of fact-supporting material

CONCLUSION

- Review or summary
- Provide a memorable statement or closing remarks
- Recommendations
- Questions



Possible Structure



- Introduction- 1 minute
- Background- 1-2 minutes
- Method- 2 minutes- shortly recap what method was used
- **Results (50%) of time-**
- Conclusion- 1 min



Effective Presentations



- Tells the audience what they need to know.
- Are easy to follow.
- Have strong introductions where the objectives are made clear.
- Have a clearly-defined structure (with three or four main points).
- Concludes with a strong summary.
- Stays within the time schedule.



Planning your presentation



Choosing your main points



- A powerful presentation delivers information in a logical, structured manner.
- what are the main points you wish to make?
- do these main points reflect your own objectives and take account of the needs of your audience?



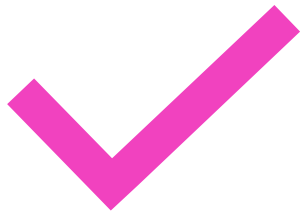
Choosing your supporting information



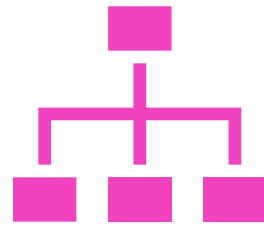
- The supporting information helps your audience understand, believe in and agree with your main points.



Think about:



Clarity



Authority



Colour



Think about:

- what will add *clarity* to your argument



Think about:

- what will add *authority* to your argument

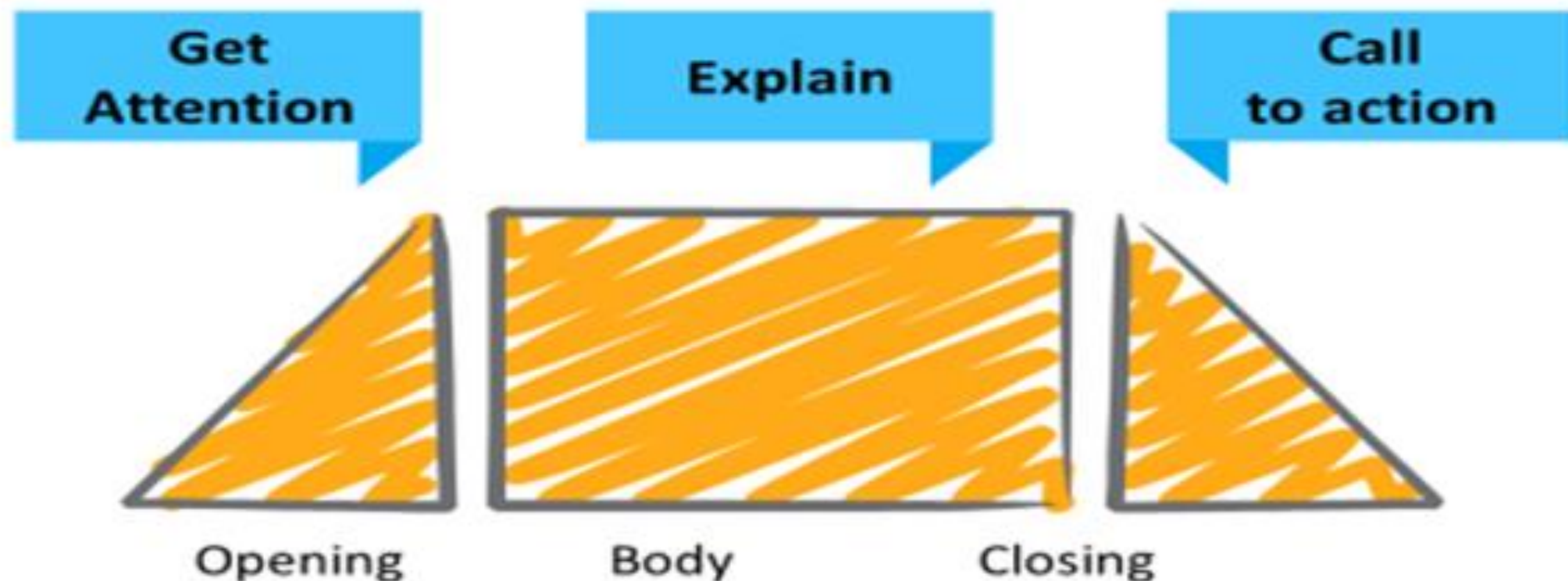


Think about:

- what will add *colour* to your argument



PRESENTATION STRUCTURE & GOALS



Introduction-is essential

- Gives background
- Prompts Interest <
- Gives roadmap of talk



An introduction should include:



- your name (and perhaps your academic background)
- the subject of your talk
- a brief background to the subject
- a statement as to why the subject is important
- an outline of the main points
- any questions that you will address
- any questions or points you want the audience to consider while you're talking.



How can you *hook* the audience?

- Preview
- Ask a question
- Ask a rhetorical question
- Pose a hypothetical situation
- Describe something new or dramatic
- Make a startling statement



The body



- the body of your talk must proceed logically.
- The main points should be brought out one by one, with concise and relevant supportive evidence, statistics or examples and verbal ‘signposting’ of your progress through your argument or report.



The Body



chronologically



by priority



or theme



The conclusion



- Your conclusion should match the points in your introduction and body, but never be longer than the introduction.
- It should leave the audience with a final impression of the subject.
- What is your ‘take-away’ message?



Conclusion



A review of your title or subject area

“In this presentation I wanted to explore the relationship between X and Y.”;

A summary of your main points

“We have discussed the following points...”;

A summary of the process you have been through

“By looking at X we have found that Y ...”;

A conclusion clearly drawn from your main points

“It is clear that there can be no substantive relationship between X and Y”;

a parting statement to stimulate your audience’s thoughts

“What is the next step in this field of research?”

Establishing Linking Statements

- The next stage is to develop the linear flow of your presentation.



Create Signposts

- Words or short phrases that guide the audience throughout your presentation

”Next, I’m going to move on to talking about....”



Introducing a Subject

- I'd like to start by...
- Let's begin by...
- First of all, I'll...
- Starting with...
- I'll begin by...



Finishing one Subject



- Well, I've told you about...
- That's all I have to say about...
- We've looked at...
- So much for



Starting Another Point



- Now we'll move on to...
- Let me turn now to...
- Next...
- Turning to...
- I'd like now to discuss...
- Let's look now at...

Giving an Example



- For example,...
- A good example of this is...
- As an illustration,...
- To give you an example,...
- To illustrate this point...

Analyzing a point



- Where does that lead us?
- Let's consider this in more detail...
- What does this mean for ABC?
- Translated into real terms...

Summarizing and Concluding

- In conclusion,...
- I'd like now to recap...
- Let's summarise briefly what we've looked at...
- Finally, let me remind you of some of the issues we've covered...
- If I can just sum up the main points...



Delivering the presentation

- Telling the audience where you are going
- Voice quality
- Maintain eye contact
- Speed and fluency
- Body Language



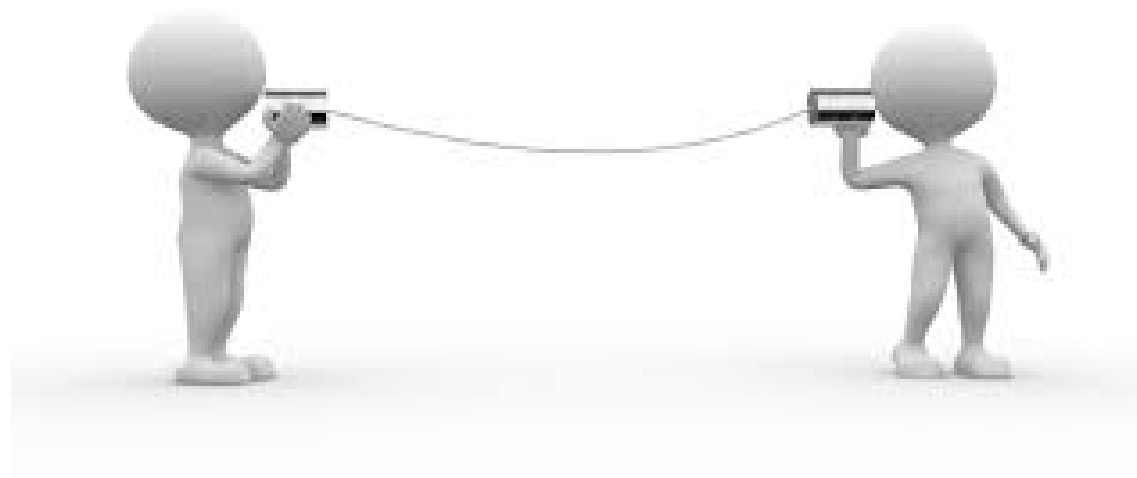
Rehearse your presentation



- Stand and deliver
- Rehearse alone then with an audience
- Rehearse with your visual aids.
- Practice-until you know every part of your presentation



What makes a good listener?



Half-listening

- Paying some attention, tuning out some
- Commenting to others
- Distracted by personal thoughts
- Doodling or texting



Active listening

- Ignoring distractions
- Making eye contact
- Being aware of body language
- Asking clarifying questions if the time allows
- Remaining engaged even when taking notes
- Being fully present



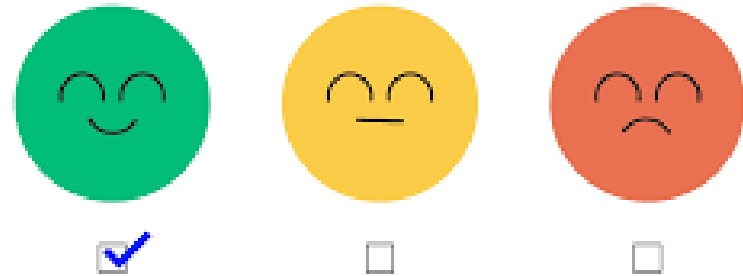
Giving Peer Feedback



- Feedback should be constructive and respectful.
- Balance feedback by saying something positive along with areas that need improvement
- Provide ideas for improvement in the form of a suggestion and concrete example so that your peer understands

Positive Phrasing

- provide a positive framework for the message
- identify and reinforce what was well done.



Concreteness

- feedback should be specific and clear
- focus on the most important areas you observed

POTENTIAL



loading ...



Action-orientation

- Give a specific plan of action to follow



Example



- Your presentation was well-structured (**saying something positive**).
- You had alot of text on your slides (**area to improve**).
- Consider writing content in point form and/or use headings (**suggestion for improvement**)



Questions?





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