

How To Enjoy Presenting A Step-Wise Guide

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Starting The Journey 📣



Step 1 - Preparation

- Preparation is biggest part of the process
- Prepare, prepare, prepare
- Have background knowledge
- Write presentation well in advance



Rehearse



- By yourself
- In front of colleagues (feedback)
- Use notes/cue cards
- Repetition builds confidence
- **You**, as the expert
- Keep presentation level & balanced

Step 2 - Structure

- Needs to be clearly defined

3 Basic questions

- What messages do I need to communicate?
- Know your audience. Who are they? What level should you present at?
- What will be the presentation content?

Structure

- Logical
 - Introduction
 - Main body
 - Summary
 - Close

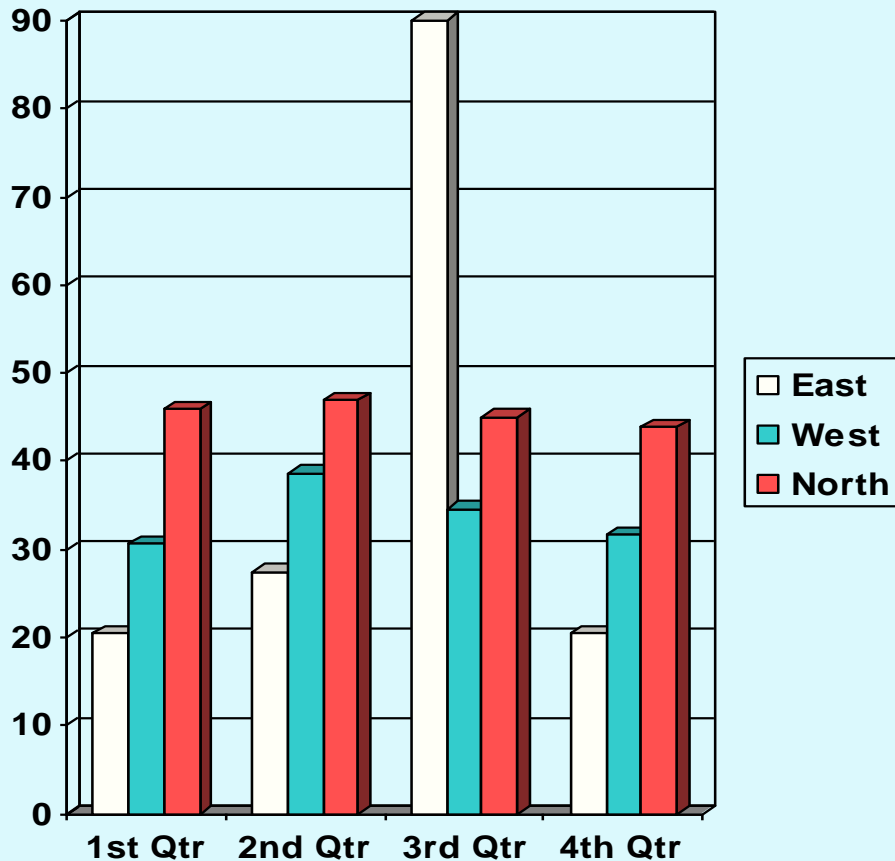
**Poor structure usually
means poor delivery**



Step 3 - Materials

- Choice of Media
- Powerpoint
 - Professional
 - Portable
 - Small risk of IT failure
- 35mm slides
 - Professional but dated
 - Inconvenient if changes needed
 - Expensive
- OHP Acetates
- Poster

Appearance of Materials



- Powerpoint

- Plain background, contrasting text
- No more than 3 colours
- No overcrowding
- Use titles/headings
- Graphs/tables as embedded objects rather than scans

- Acetates

- Use printer/photocopier
- Hand written last resort

- Poster

- Large format
- Clear layout

Meeting Dynamics



- Confidence high in smaller groups, audience participation high
- Larger audiences in formal meetings, presentation one-sided, anxiety levels rise 🔊
- Experience helps balance anxiety with confidence

Room Layout

- If small seminar room, move equipment and seating to your requirements. Unlikely to be microphones. Audience focused on you
- Large meeting rooms/auditoria. Standing behind lectern. Audience focused on screen. Hazard of microphones

AV Equipment

- Fixed microphones – speak into it directly. Do not turn away to face slide
- Roving wireless microphones – wear clothes with a belt. Be careful when moving and trips to toilet
- Know how to move slides on in advance
- If using a pointer, avoid excessive movement. Learn to describe slide without pointer in case of failure

Step 4 - Delivery

- Pace
 - Allow audience time to take in data
 - Never rush a presentation
 - Go back to previous point if asked
 - Keep to time limit
- Tone
 - Natural
 - Alter tone to emphasise key points
 - Project voice to back of room

Interpersonal Skills



- Eye Contact
 - Sweep gaze around room
 - Avoid focusing on one person
 - Look for signs of confusion/boredom. Respond if possible

Body Language

- Natural to be nervous
- Reduce appearance of nervousness
 - Fiddling with hair/ laser pointer
- Stand in a natural pose that is comfortable
 - Do not pace around the room
 - Do not stand rigidly
 - Body language should be open & unchallenging, appear happy to answer questions

Conclusion

- Good communication
- Good preparation
- Presentation with clear structure
- Quality materials
- Be yourself
- Speak slowly & clearly
- Give concise answers to questions

