

PLANNING A PRESENTATION

Form an outline of the talk

Determine your main points

Structure: you **must** have a logical flow

How will you audio-visualise them?

Introduction: a clear statement of what your talk is about. **Title?**

Finish on a positive note

GIVING THE TALK

How are you going to speak?

1. Reading from Prepared Notes

- Boring and monotonous for listeners
- You can easily get lost

2. Notes or Cards

- Gives main points, but lets you have more freedom

3. Extemporaneous Talk

- No set text
- Each section practiced until fluent
- Use figures etc on OHP as a guide
- Must know your material well!

DELIVERING THE TALK

Speak clearly – not too fast, not too slow

Don't obstruct your audio-visual aids

Look at your audience – eye contact!

Vary the pattern of your speaking voice

Use pauses – give your audience time to think, look confident

STRUCTURE OF YOUR PRESENTATION

The Rule of Three

1. Tell them what you're going to tell them
2. Tell them it
3. Tell them what you've just told them

Sections

1. Introduction
2. Main body
3. Conclusions

PREPARING AUDIO-VISUAL MATERIAL

1. By Hand?

Can be OK for informal talks – must be clear and legible

2. Computer Generated?

Generally better quality (reflects well on you)

Better graphics

TYPEFACES

Serif e.g. Times New Roman

Sans Serif e.g. Helvetica

Bold text: can be hard to read in large blocks

Italics text: can be hard to read in large blocks too

Resist the temptation to use funny typefaces

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Point size: This is 8 point

This is 12 point This is 14 point This is 18 point This is 22 point

This is 28 point This is 34 point This is 42 point

POINTS TO AVOID

Too much detail

Mumbling

Apologising or a negative attitude

Misplaced humor

QUESTIONS

Answer as briefly as you can

Don't be afraid to say you don't know

Make sure a detailed answer won't bore the audience

KEY POINTS TO GIVING A GOOD TALK

Prepare thoroughly

Practice

Use the Rule of Three

Practice

Review your talk critically

Practice (with colleagues)

Time your talk

Practice

Check you know how to use equipment

Don't be afraid to repeat important points

Be confident!

Useful Links

The following web sites are of interest:

<http://www.cs.wisc.edu/~markhill/conference-talk.html>

http://www.kumc.edu/SAH/OTEd/jradel/Preparing_talks/103.html