



• **PRESENTATION SKILLS** •



DO'S & DON'TS



The importance of presentation skills

- While at university, you may have to speak in front of others for assessments, projects, group work, or interviews.
- Presentations need careful planning, just like essays, even though they're spoken.
- It's common to feel nervous, but these tips can make it easier and even enjoyable!



Focus on the key message - know and understand your topic.



Don't read your presentation word for word.



Do your research and check your facts so that you can feel secure in your knowledge - this will boost your confidence.

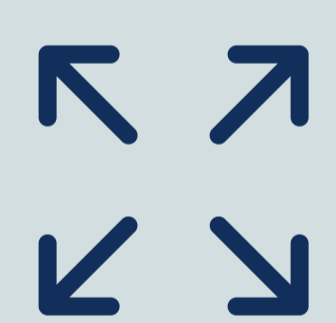


Don't spend too long researching your topic and gathering too much information and not leaving enough time to craft it into a presentation.



Plan the structure:

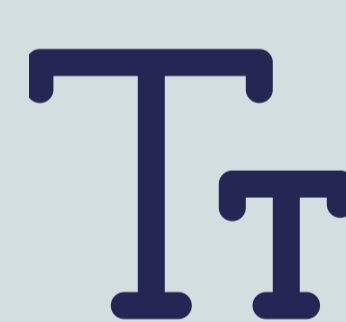
- **Introduction:** tell the audience what you're going say
- **Content:** say it
- **Conclusion:** tell them what you've said



Don't cram in too much information.



Engage with your audience - think about using a whiteboard, PowerPoint, quizzes, surveys or polls.



Don't use hard-to-read fonts or distracting backgrounds.



Tell a story.



Don't be too text heavy and don't use complete sentences in your slides. Your voice should tell the story, and the slides should only support it.



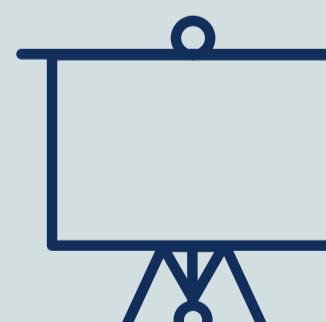
Keep a conversational tone.



Don't talk too fast (or slow).



Time your speech, stay calm and breathe - remember a bottle of water.



Don't rely on slides - use cue cards or have your notes on a sheet of paper as prompts.



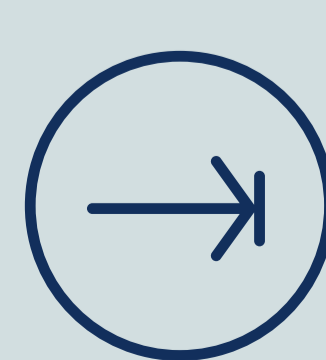
Equipment: check, test, check, and test again! If you are using slides, save them in more than one place. Have a back-up plan.



Don't have too many slides - limit the number of items per slide - and don't have too many animations.



Practice! Practice! Practice! Rehearse timings and go through the whole presentation.



Don't rush.