

How to write a...

# Presentation

**Important!**

Check your department's guidelines or assignment instructions for further guidance on presentations.

## 1. Plan

**Presentation objectives:**

- Define your goals and what is the purpose of the presentation.
- Go back and read the assignment brief...again and again!

**Target audience:**

- Identify who you're presenting to.
- A good introduction and conclusion will focus your audience.

**Content selection:**

- Determine what to include.

**Time allocation:**

- Assess your time frame.

**Visual aids:**

- Decide on supportive visuals

## 2. Prepare

- Research your topic thoroughly.
- Find out how much time you have for your presentation.
- Make sure your presentation includes evidence and a reference list.
- Confirm where the presentation will take place.
- If it's an unfamiliar venue, figure out what's available.
- Consider what resources you'll need for your presentation.
- If you're working in a group, coordinate with your teammates.
- Decide who will be responsible for each part of the presentation.
- Agree on the overall style and tone you want to convey to the audience.



## 3. Practice

Practice, practice, practice! It's as simple as that.

- Why not invite a friend to be your audience so you can receive some feedback?
- Speak authentically rather than reciting.
- Use familiar words to avoid stumbling.
- Check timing of each segment.
- Record yourself for self-assessment.
- Revise and refine as you progress.

## 4. Deliver

- Don't read your presentation word for word - use cue cards or write your notes on one sheet of paper as prompts.
- Make eye contact with your audience.
- Show enthusiasm to engage your audience.
- Maintain confident body language and posture.
- Use your voice effectively by practicing clarity and projection.
- Control your pace to avoid rushing and aid understanding.

### Preparation for Question and Answer session at the end

- Be ready in advance - think through what you might be asked.
- Practice responses.
- Listen carefully before answering - give yourself a moment to think about your answer.
- Be honest in your answer if you're unsure.

### Dealing with nerves

- Preparation is crucial! If you have prepared, this will help reduce anxiety.
- Find eye contact challenging? Look at the top of your audience's heads. This gives the impression of eye contact.
- Maintain a positive mindset.
- Use relaxation techniques that work for you.
- Aim to enjoy the experience!