Presenting presentations
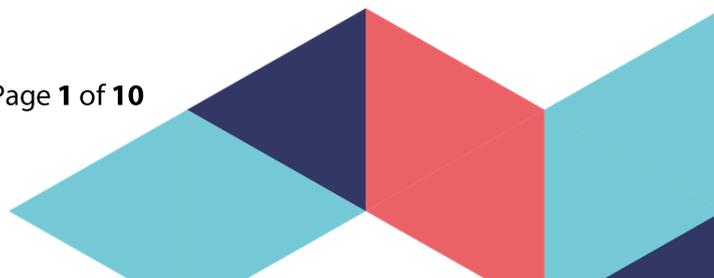
Contents

<u>Aims and objectives</u>

This course aims to provide you with the knowledge to enable you to deliver a professional presentation.

Understand how to
• Use voice, tone and body language
• Appear confident and knowledgeable
• Manage questions
• Present online

<u>Scripts, notes or prompts</u>

Image:
www.freeimages.co.uk/galleries/workplace/office/slides/blank_card.htm

People think that by having a script, they will be less nervous, feel more confident and will not forget what they want to say.

But if you are reading from the script, you will not be connecting with your audience and run the risk of them becoming disengaged.

In addition, you are not showing confidence in your subject knowledge and understanding; or confidence in your own abilities.

How to overcome the need for a script!

- Reduce your script to memory prompts - short words to help you remember what you want to say
- Create presentation slide that includes your memory prompts (words or visual)
- Use PresenterView in your software - your audience only sees your slides but you see your notes and the next slide

University Centre
Peterborough
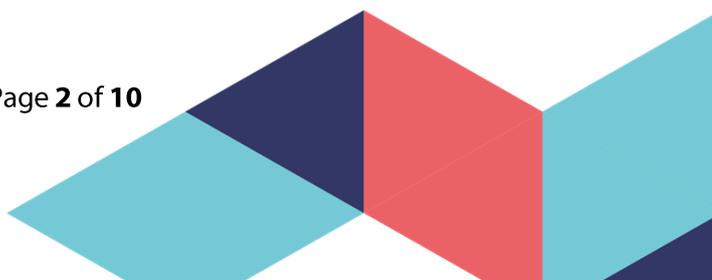
- If you do not want to use technology, use index cards with your memory prompts written in large letters. Number these in line with your slides in case you drop them. You can even hole punch and add a treasury tag to keep them together
  - If you cannot read your notes in 10 seconds, they are too long!
  - Add in your memory points when handouts will be provided, key questions asked etc. you want to say
- Then practice speaking out loud, looking at a make-believe audience. This allows your mind to link the memory prompts to what you want to say

Body language in presentations

Image: www.inc.com/travis-bradberry/8-great-tricks-for-reading-peoples-body-language.html

You should appear confident, knowledgeable, natural and personable. "Fake it until you make it" can be helpful here, there are tricks to appearing confident, even if you are not feeling it!

Tricks to appearing calm and confident

1. Smile and welcome people
2. Drop your shoulders down and back, standing up straight
3. Look at your audience, glancing at your screen - your audience can now connect with you
4. Keep eye contact with one person/a group of people whilst you make a point, then move to another person/group. Ensure you include all areas of the audience (back, front, sides, middle). This makes people feel valued
5. Be mindful of nervous habits o Hands in pockets
   a. Pointing
   b. Twiddling with a pen/clothing/jewellery
   c. Touching your nose/ear/head/hair o (Record yourself whilst practising part of a presentation to identify your habits)

University Centre
Peterborough

6. Body movement: slightly exaggerate the movement of your shoulders, body, head and hands. Lean forward when making a point. Open your hands by your side when explaining issues.
7. Be mindful of having your back to the audience e.g. when using a flip chart
8. Use your hands to mirror your verbal communication
9. Use walking forward to emphasise a point

Voice

Your voice is the tool to engage and inspire your audience. You will need to be clear, natural and expressive.

Image: www.grammarly.com/blog/tone-and-voice/

Speaking: Talk in short simple sentences. Use the 'sound bite' approach to TV presenters. This helps you emphasize the right words and stops you becoming tongue tied or confusing you message.

Intonation and Melody: Provide variation in your tone and melody, decide which words and phrases and going to need emphasizing. Speak more emphatically than in normal conversation as you are further away from your audience than in a normal conversation

Volume: Can you be heard from the back? Use volume to emphasize and convey passion or enthusiasm. If you are using a microphone, stand at least 30 cm away from it.

Clarity: articulate your words clearly Pauses: Placing a pause in a strategic spot can give your audience time to absorb and reflect, and gives you chance to breathe.

Pace: Aim to find a natural pace that does not loose the audience or bore them

Tone: Match your tone with your content, do not sound indignant when the slide content is 'happy' content.

Good presenters learn to use the infinite variety of their voices to add emphasis and impact to their presentations.

Record yourself whilst practising, ask others for feedback.

University Centre
Peterborough
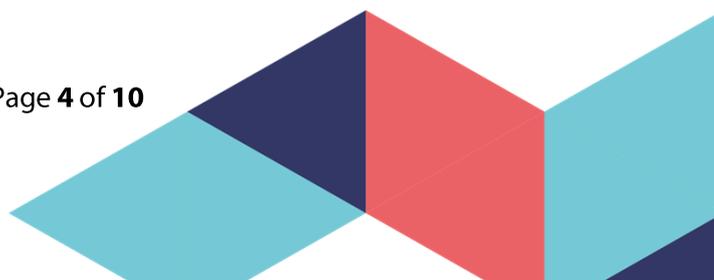
Room Layout

Explore this website to identify the best layout for your type of presentation: www.encore-anzpac.com/events/choosing-the-best-seatingstyle-for-your-audience


Image: https://www.cct.org.uk/about-us/latest-news/post/79-choosing-the-right-seating-arrangement-for-your-event
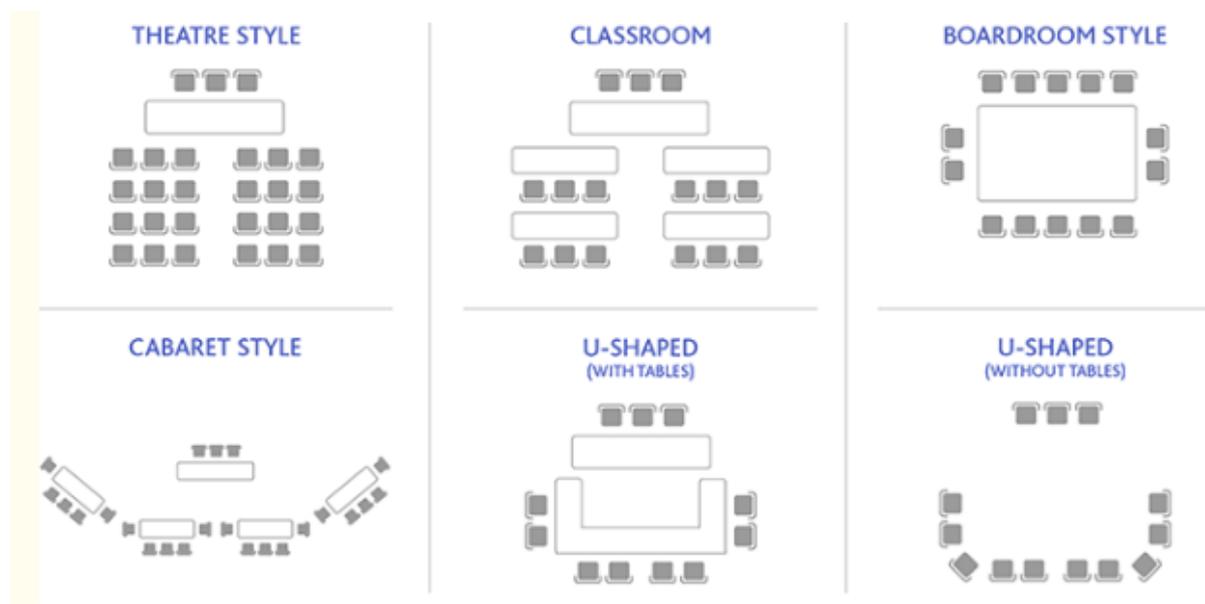
- Are the tables accessible for everyone including those with wheelchairs, walking aids, prams etc?
- Can everyone see and hear?
- Will any of your audience require additional considerations such as an interpreter for British Sign Language?
- Is there enough table space for audience resources such as notes, laptops, pens, etc?
- Is the room's ventilation and heating adequate?

Creating the right environment for your presentation is crucial, so be prepared to spend time preparing the room.

University Centre
Peterborough

Question Time

Image:

https://24slides.com/presentbetter/7-myths-answering-tough-questions-presentations/
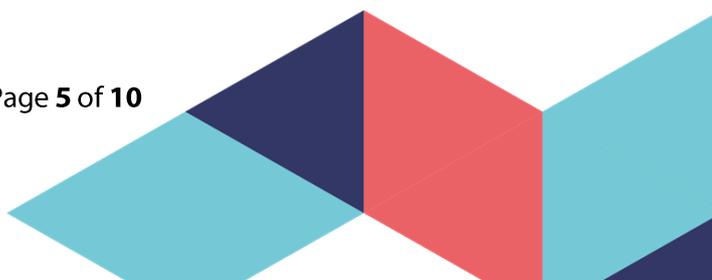
Expect to provide time for your audience to ask questions. This gives you an opportunity to correct, clarify and provide additional information.

- Ask your students if they have any questions. You may wish them to raise their hands so that you can identify the speakers. Select the person you wish to ask the question, keep eye contact with them as they ask their question.
- Listen to the question carefully, clarify your understanding of the question if needed. • Break eye contact, rephrase or neutralise the question for everyone
- Answer the question (do not get side tracked).
  - o If you do not know the answer, say so!
  - o If one person ask multiple questions, ask them which question they would like you to answer so that other can also have an opportunity to ask a question
  - o If it starts to get bogged down in detail not appropriate for the presentation, offer to pick up the conversation outside of the presentation
- Link it back to your presentation
- Move on to the next question
- Keep an eye on the time!

Prepare: Consider what questions you could be asked and prepare answers.

University Centre
Peterborough

Presenting online

Online presentations require some additional considerations as there are less verbal clues to pick up on. You also need to be able to use the software in an engaging and professional manner.

Preparation and practice are key!
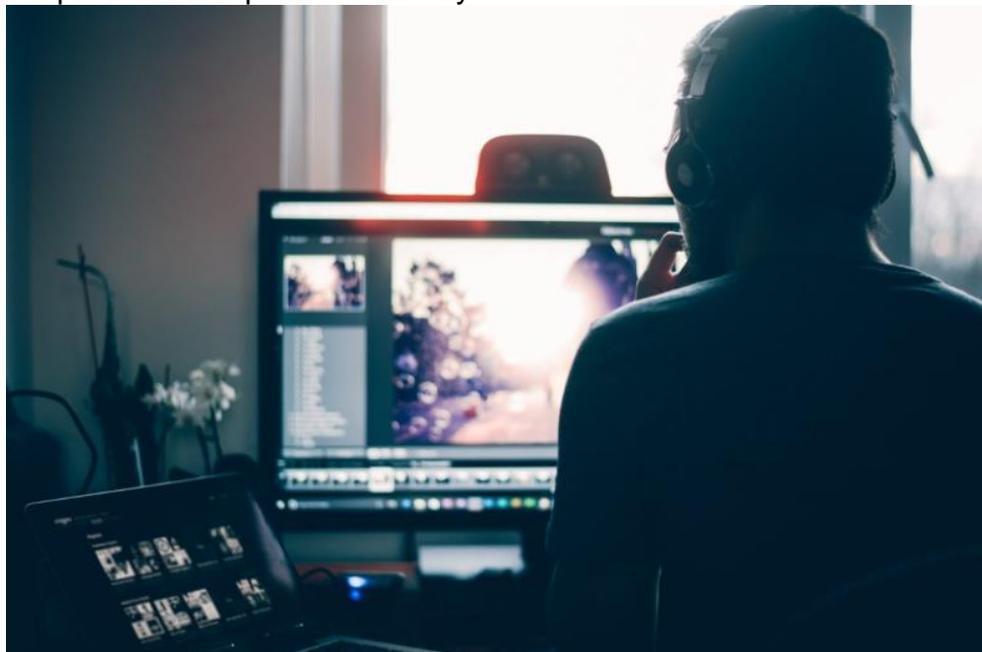
Image: www.slide-talk.com/7-tips-for-giving-the-best-virtual-research-presentation/

Selecting your software

Identify which software you intend to use, such as

- Zoom https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-onWindows-and-Mac
- Skype www.skype.com/en/free-conference-call/
- Microsoft Team https://docs.microsoft.com/en-us/microsoftteams/tutorialmeetings-in-teams
- Google Meet https://apps.google.com/meet/

Practice to ensure you can:

- Create a meeting
- Send an invitation
- Start a scheduled presentation
- Turn on/off audio, chat, see who is attending, accept people to the meeting. Some software - change names, raise hand icons, create breakout groups, record
- Share your screen and stop sharing
- End a meeting

University Centre
Peterborough
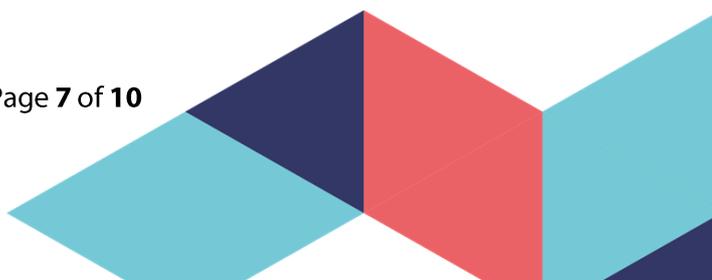
- If using PowerPoint, consider changing your cursor to a laser pointer e.g. www.techrepublic.com/blog/microsoft-office/use-powerpoints-laserpointer-to-catch-attention-and-add-excitement/

The easiest way to practice is to invite a couple of friends/colleagues to a meeting. Then you can look over the recording.

Hosting your meeting

1. Send out a summary of what the presentation will focus upon, the joining instructions and date, start and end time
   - o If this will cover different time zones, be clear on the day and start time
   - o If people may be unfamiliar with online presentations, you may need to explain how to join
2. Consider having a support person if presenting to a large audience to help manage the 'chat'
3. Arrive early to your meeting to check the audio and video.
   - o Present from a computer, not a mobile phone
   - o Ensure you are in a quiet location with disturbances minimised
4. At the start, go through the following:
   - o Ask if people can hear and see you
   - o Check to see if the audience know how to use the software (chat, raise hand, change name, turn off/on the audio and video etc.)
   - o Ask audience to turn off mics until they wish to ask a question to improve the sound
   - o You may need to ask the audience to turn off the videos to overcome band width issues
   - o Be mindful that some may be watching via a mobile phone - the screen may be small
5. You can interact with the audience by asking them to wave/use icons. Consider starting with an icebreaker such as asking people to write a question in the chat or select the hand icon if they have experienced ...
6. Stop throughout presentation to ask if people have any questions
7. If screen sharing, do not stay on one slide for more than 30 seconds, and aim to be complete within 60 minutes.

The more you do this, the easier it'll become!

University Centre
Peterborough
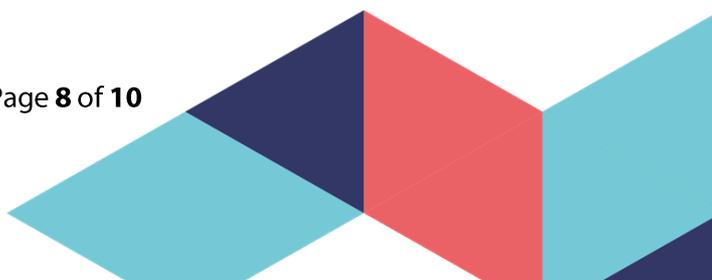
Presenting extras

- A 16 min video summarising how you can improve your public speaking
  https://youtu.be/K0pxo-dS9Hc
- Overcoming your fear of public speaking
  - www.psychologytoday.com/gb/blog/smashing-the-brainblocks/201711/howconquer-the-fear-public-speaking
  - www.britishcouncil.org/voices-magazine/how-overcome-fear-public-speaking
  - www.cnbc.com/2016/10/11/13-ways-to-overcome-your-fear-of-publicspeaking-and-win-the-room.html

Aims and objectives

This course aimed to provide you with the knowledge to enable you to deliver a professional presentation.

You should now understand how to
• Use voice, tone and body language
• Appear confident and knowledgeable
• Manage questions
• Present online

University Centre
Peterborough
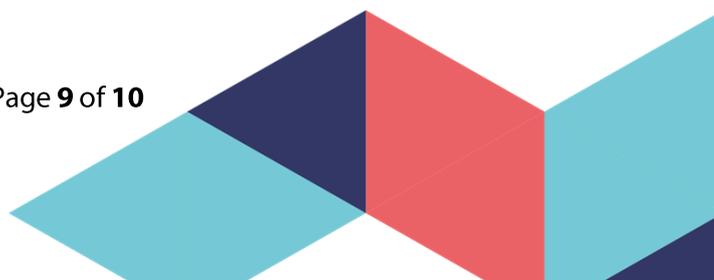
Presenting checklist

Preparation
- I have rehearsed my presentation out loud.
- I have given my presentation a trial run to a friend or colleague.
- I have checked that my presentation runs to the time allotted.
- I have videoed myself and watched it to identify areas for improvement and areas of success.
- I have prepared speaker notes or cue cards.
- I have annotated my notes to help me get the emphasis right.
- I have thought about where to breathe.
- I have numbered my notes in case I drop them.
- I have prepared any visual aids that I may need.
- I have prepared any handouts that I wish to give out.
- I have checked my facts.
- I have done a grammar/spelling check.
- I have checked the colour of my slides & font, font type and size.

Technical
- I have confirmed that the audio-visual equipment I require will be in the room.
- I have saved my PowerPoint presentation onto at least two formats (cloud/disc/USB/hard drive/email).
- I have practised using any unfamiliar technology that I am going to use.
- I have sourced an alternative version of any audio or video material.
- I have seen the room that I am going to be presenting in or had it described to me.
- If possible, I have practiced in the room with the technology.
- I have turned off my mobile phone.
- I have checked the start time.

Audience and other speakers
- I have thought about who is going to be in the audience.
- I have brainstormed a list of likely questions that I may be asked.
- I have found out who else will be speaking and what they will be speaking about.
- I have thought about any special needs my audience may have.
- I have thought about ways to engage the audience in my presentation.

Personal
- I have got enough sleep the night before.
- I have considered how to combat my nervousness.
- I have thought about my personal appearance.
- I have looked after my health in the week preceding the presentation.
- I have brought a bottle of water to drink if my throat gets dry.
- I have thought about what else I am going to be doing that day.
- I've eaten breakfast.

University Centre
Peterborough