Planning a Presentation
Preparing a presentation

These slides will help you prepare an oral presentation.

For more advice on preparing and delivering a presentation go to ‘Presenting’ in Studywell.
Planning a presentation

- Research
- Writing
- Structure
- Practise
Planning a presentation

- Research
- Writing
- Structure
- Practise
Research

What kind of presentation do you need to give?

Who is your audience?

What sort of speaker are you?
Task

Researching material for a presentation is similar to researching for an assignment.

Visit the library in person or online to research your topic.

Go to ‘Research’ on Studywell for more resources.
Task

Skim readings to pinpoint relevant sections for your presentation.

Consider a variety of materials to incorporate.

⭐ **YouTube**

⭐ **Images**

⭐ **Physical objects**
Write notes and create a concept map of how ideas tie together.

- Use the concept map to consider the relationships between each piece of information.
Audience

Consider the audience
- How much do they already know?
- How much is too much information?
What is your speaking style?

**Lawyer**—enjoys argument and debate
- Ask the audience questions

**Comedian**—enjoys making jokes?
- Allow time to interact with the audience.

**Politician**—enjoys inspiring people
- Highlight the impact of ideas in broader domains.

**Teacher**—enjoys educating
- Use different modalities, e.g. sound, sight, touch to engage the audience.

Planning a Presentation
Speaker

How much do you already know about the topic?

Use information and resources you feel comfortable with.

Include small facts that *you* find fascinating
  - The audience will be more receptive if they see you enjoying yourself
Once you have a collection of notes, ideas, objects, multi-media content etc..., it is time to write the presentation itself.
Planning a presentation

Research → Writing

Structure → Practise

Planning a Presentation
Writing

Writing a presentation means putting together a logical sequence of ideas to satisfy the task.

Use brief bullet points, concept maps or numbered ideas to show how each part connects to the next.

Try writing directly into PowerPoint
PowerPoint Tips

Each slide should have less than 50 words

50 words is only 2 Tweets

Write detailed notes below each slide for reference

Use a font size over 20pt
PowerPoint Tips

Use a visual marker to structure your talk

Avoid clashing colours and overly wordy descriptions that will be hard to read and distract the audience.

Aim for at least one graphic per slide

Planning a Presentation
Planning a presentation

Research → Writing

Structure → Practise
1. Summarize the main points of the talk.

2. The structure of the talk should be outlined.

3. The scope (or limits) should be explained.

Introduction

Body

Conclusion

The structure of the talk should be outlined.

The scope (or limits) should be explained.

Research

Writing

Structure

Practise

Planning a Presentation

a university for the real world
Each section should develop one idea

Support claims with evidence

Link sections together to create flow.
Structure

**Introduction**

**Body**

**Conclusion**

Summarize the main points of your presentation.

Repeat the main point of the presentation

Restate your thesis
Planning a presentation

Research → Writing

Structure → Practise
Practise

Practising a presentation is as important as editing an essay.

Practise your presentation with a friend.

Record an MP3 of yourself talking and learn how to speak more clearly.
Practise

Time yourself

Be mindful of physical habits like touching hair or pacing up and down

Become familiar with the technology you need to use
Image References (in order of appearance)

PAGES 1-7


QUT, 'Reviewing', In: reviewing.jpg, ed, 2009, A graph showing percentage remembered over time with or without review.
Image References (in order of appearance)

PAGES 7-10


Image References (in order of appearance)

PAGES 11-19

'304x400_student6', In: 304x400_student6.jpg, ed, student in library with laptop.


'student1', In: http://www.registry.ed.ac.uk/Fees/images/student1.JPG, ed, student using a computer.


Image References (in order of appearance)

PAGES 19-23


