

# Presentation Skills

Dr. Mark Matthews, Student Learning Development

7<sup>th</sup> & 11<sup>th</sup> November



“Presentation is the ‘Killer Skill’ we take into the real world. It’s almost an unfair advantage.”

Ethan Rasiel & Paul N. Friga, ‘The McKinsey Mind’



## Overview Day 1

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Introductions

Self-Assessment

Your Experience

1. Planning Presentations
2. Preparing Presentations

**Coffee Break**

3. Practicing Presentations
4. Delivering Presentations

Dealing with Questions

Questions



## Day 2

- Individual Presentations
- Feedback
- Personal learning plan and areas for development
- Evaluation and wrap up



## Self Assessment

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Complete the self-assessment form.

What are you good at?

What skills would you like to develop?



## Interview

1. What is **your experience** of giving presentations?
2. What do you **like** about it?
3. What do you **dislike** about it?
4. Will you need to present in the **future**?





# Steps in Giving Presentation

1. Plan

2. Prepare

3. Practice

4. Present



# 1. Planning





## Questions?

- **Who** is your audience?
- **Why** are they there?
- What is your **goal**?
- How **long** will it be?
- **Where** will it take place?

# Business Card Test





## 3 things

If your audience could remember only **three things** about your presentation, what would you want it to be?

(1) \_\_\_\_\_

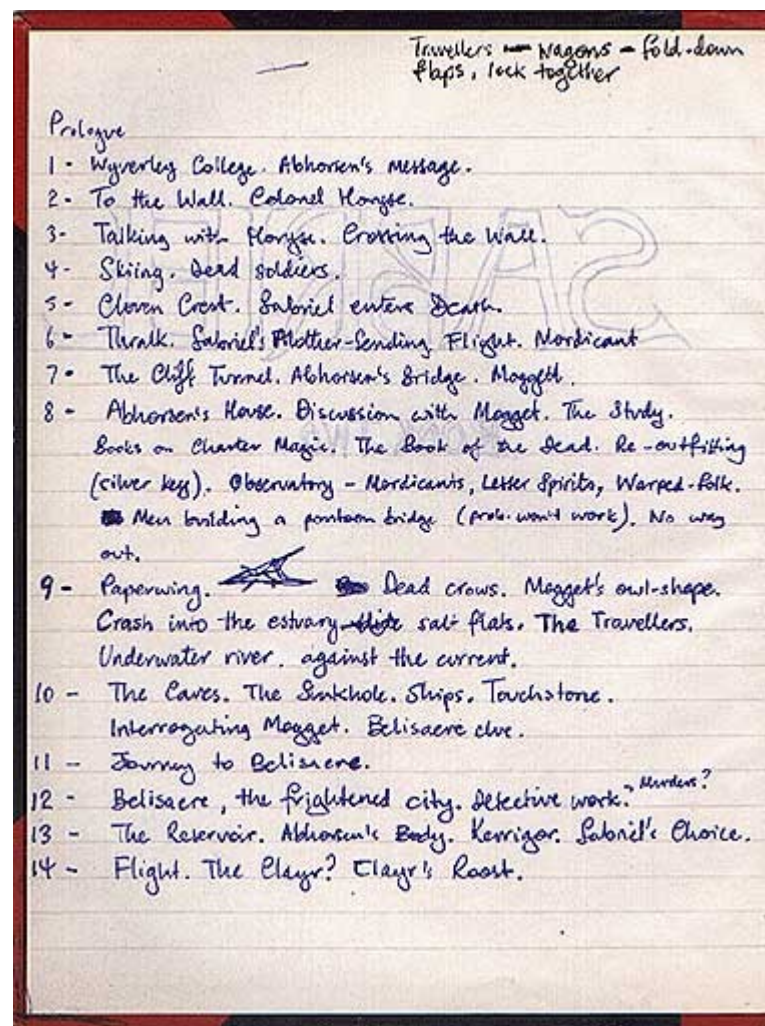
(2) \_\_\_\_\_

(3) \_\_\_\_\_

# Start your Outline



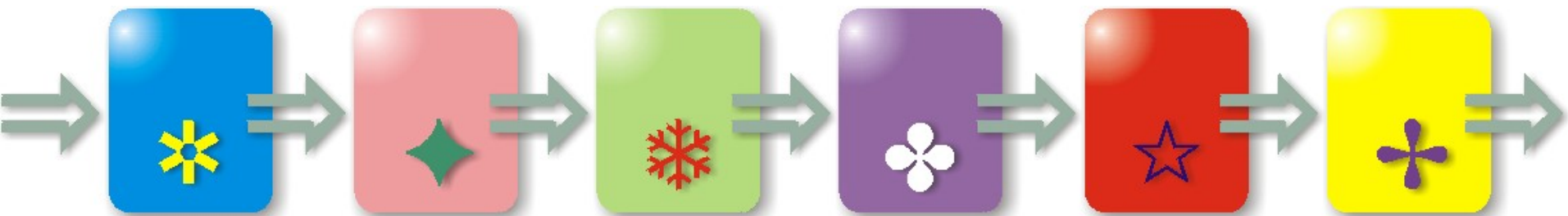
- No **Powerpoint**
- Film with no script
- Pencil & Paper
- Order your thoughts
- **Key points**







## Have a sound, clear structure





## Create interest

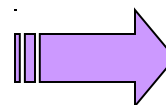
“We need to open gaps before we close them. Our tendency is to tell people the facts. First, though, they must realize that they need these facts.”

Dan & Chip Heath, Make it Stick



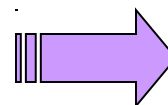
## Structure

**Introduction**



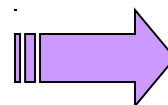
Get Attention

**Main theme**



Content

**Summary/  
Conclusions**

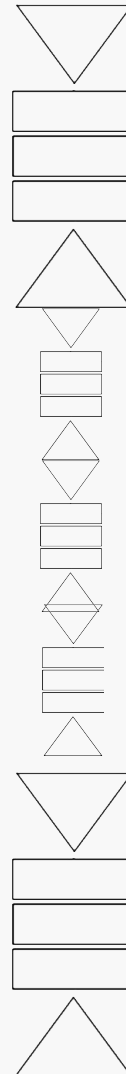


Key message

# Presentation



# Slide









- Structure for each slide
- Rhetorical question linking each slide.



# 2. Preparation



## Speaker's 3 friends

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1. Personal Notes
2. Visuals
3. Handouts



# Powerpoint Factory



Some things to avoid....



# Powerpoint Karaoke

web: <http://student-learning.tcd.ie> | email: [student.learning@tcd.ie](mailto:student.learning@tcd.ie)



# Poor Powerpoint

- The evils of Powerpoint are familiar to everyone, they include:
  - Too much text
  - Too small to read and is really only serving as a crutch for the presenter
  - Clip Art and Slide templates that have been seen a million times
  - Spinning, wooshing, dazzlings animations

Part of the problem with having so much text onscreen is that it puts of people. If the idea of your presentation is to read from the slides then we are you there? Besides people can read quicker than you can talk so they'll have finished reading your slide and be waiting for the next one, or even worse working on a masterpiece doodle.

Your presentation, Powerpoint or otherwise, should be a supporting aid – you want main the focus on you not your presentation. Ideally, you should be able to deliver an equally interesting presentation should the projector/computer/room/audience break.

Avoid too many bullets as well – it makes the information dull for the audience.

# A few guidelines

# 10/ 20/ 30 rule

“should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.”

Guy Kawasaki





## Information

1. Most important information **Jumps Out**
2. **Drip feed**
3. Never use sentences



Use colour well



## High quality images




Use images to  
**support** your point

Use a consistent  
**theme**

# Attending College

“Overall, our findings provide a combined retention rate of 92.40 % for students who attended TCD. This is very close to the previous year’s rate of 92.45%. It should be noted that these results should be interpreted on a tentative basis as it is clear that a number of other outside factors impact on a student’s ability to sustain and progress in their chosen area of study at third level.”

- 15,000 students come to Trinity every year
- There are 3 Faculties
- Morgan 2001 A study of non-completion in undergraduate University courses
- The average non-completion rate across Irish Universities is 16.8%
- Improve all students chances of achieving their maximum potential
- Connect with students – building relationships, departmental receptions
- 51% of college students leave college because of lack of effective supports

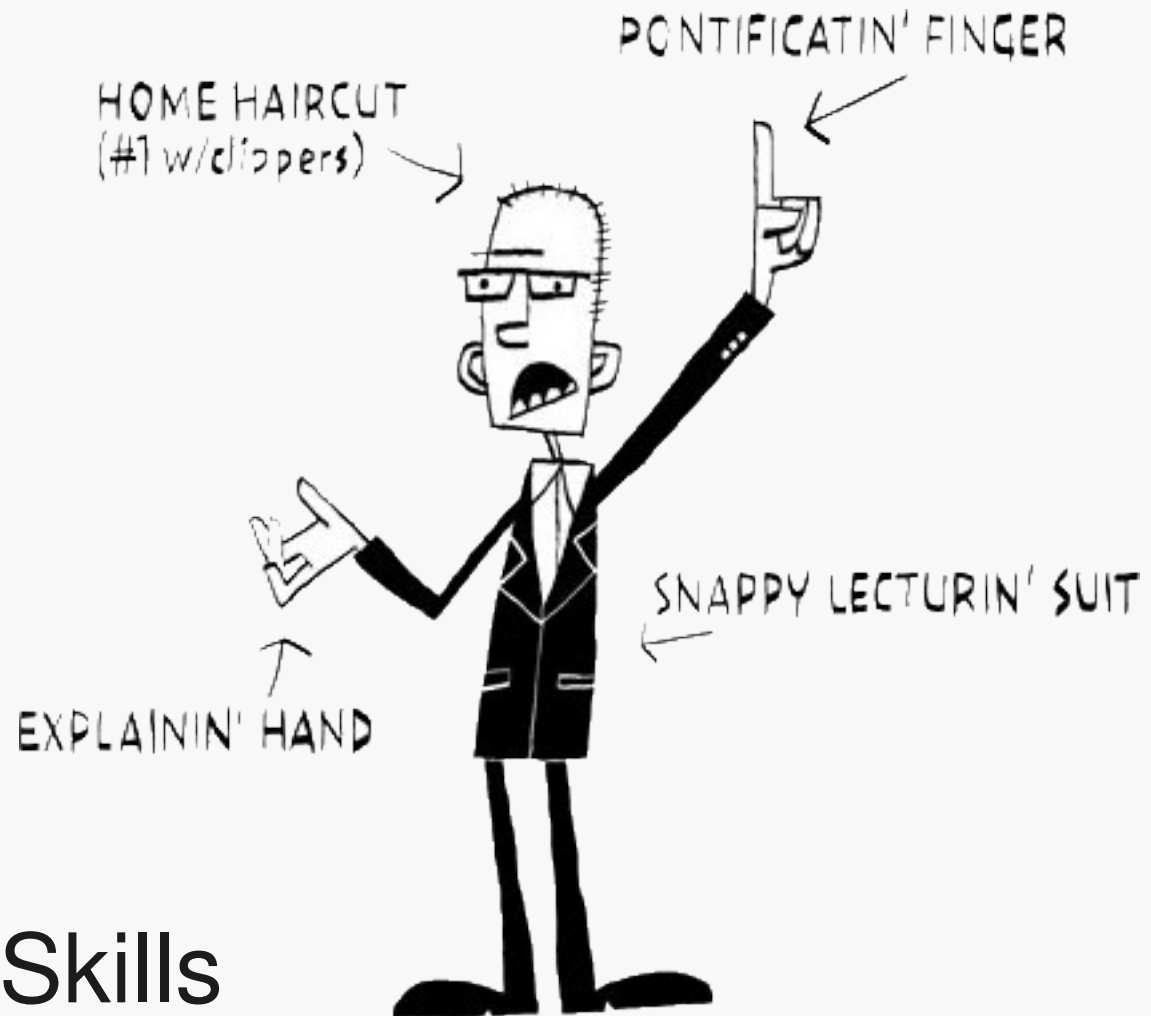
A photograph of four college students sitting on the grass outdoors, engaged in conversation. The students are dressed in casual attire, and the background shows trees and a building, suggesting a campus setting. The image is partially obscured by a dark gradient on the right side where the text is located.

51% leave college  
because of  
lack of effective  
supports

A photograph of four young adults (three men and one woman) sitting on the grass outdoors, engaged in conversation. They are in a casual setting with trees and a building in the background. The image is partially obscured by a dark gradient on the right side.

51%





# Presentation Skills

Dr. Mark Matthews, Student Learning Development

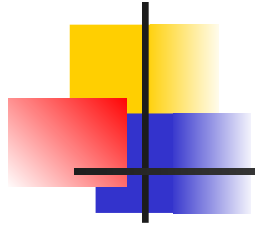
7<sup>th</sup> & 11<sup>th</sup> November



# Presentation Skills

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## PowerPoint Critique

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Critique slides you have been given:

- What **works**?
- What **does not** work?
- How would you **improve**?



# 3. Practice





# Fitness

- **Slow to develop**
- **Quick to disappear**

**The more you practice:**

- **better you feel**
- **more you want to do**





## Feeling Nervous?

- Lack of **experience**
- Lack of **preparation**
- Lack of **enthusiasm**
- Negative self-talk



# Practice

- Room
- Everything
- Technology



## It's not about you

Focus on **your goal**

- what you are going to say

## Audience

- Make them comfortable
- Interesting



## Becoming Confident

- Be **over-prepared**
- **Rehearse** and practice
- Know your subject
- Use relaxation techniques
- Be positive **+++**
- Avoid **stressors**

But most importantly.....





We provide free presentation practice





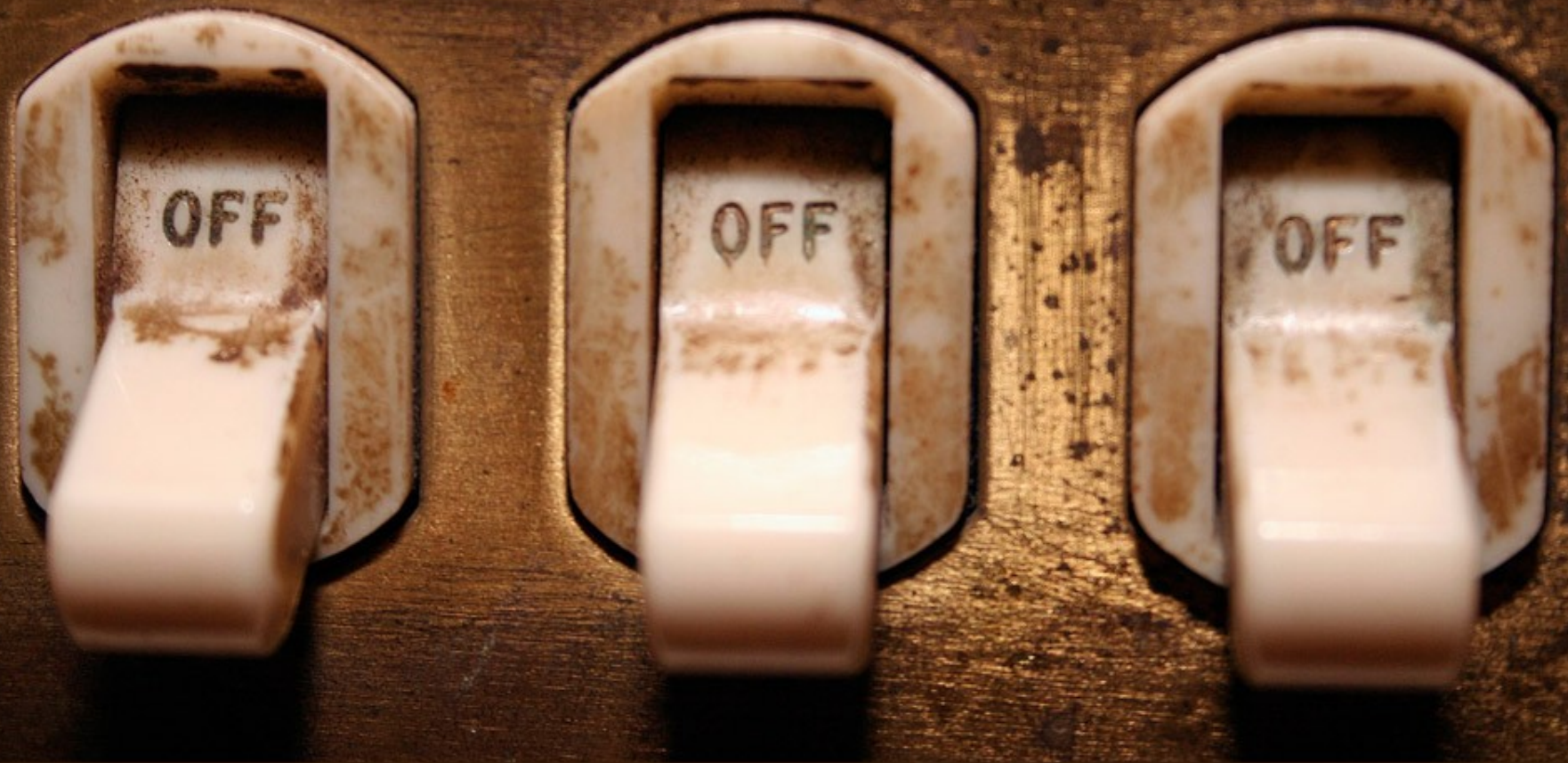
# 4. Presenting





# The most powerful visual aid

- words
- voice
- body language



Turn yourself on

ask questions

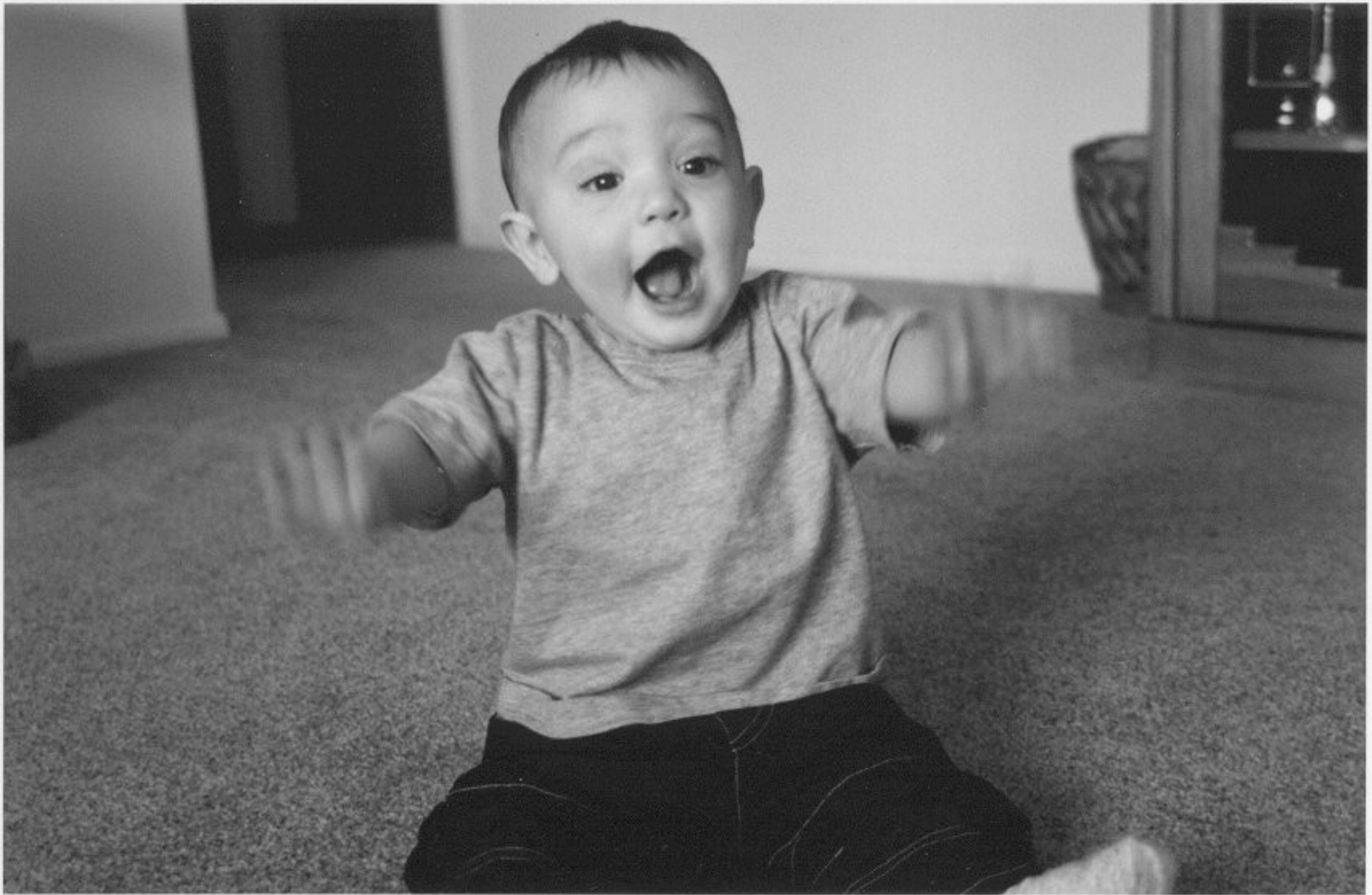
more extroverted

talk beforehand

# Make a strong start







**Show your passion**

Get more from <http://www.getforms.org>





**MOVE**







Smile



## Dealing with Questions

### TRACT technique

1. **T**hank the questioner
2. **R**epeat the question
3. **A**nswer the question
4. **C**heck with the questioner if they are satisfied
5. **T**hank them again



**Person A** speak for 30 seconds about your work.

**Person B** listen. At the end ask a question.

**Person A** use **TRACT** to respond.





# Steps in Giving Presentation

1. Plan

2. Prepare

3. Practice

4. Present



# Just a Minute

- Speak about subject for 1 minute
- Lose 1 point for each 'umm' or 'ahh'
- Pauses and repetition allowed





# Student Learning Development

Thank you for your time

Visit our website at:  
<http://student-learning.tcd.ie>

The screenshot shows the homepage of the Student Learning Development website. At the top left is the SLD logo and the text 'Student Learning Development'. A navigation bar contains buttons for 'Home', 'Undergraduate', 'Postgraduate', 'Staff', and 'About'. Below the navigation bar is a search box and the text 'You are here: Home'. The main content area features a large heading 'Student Learning Development' with a sub-heading 'offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential.' Below this are three columns for 'Undergraduates', 'Postgraduates', and 'Staff', each with a list of links such as 'Subjects', 'Attend Workshops', and 'Individual Help'. To the right is an 'Upcoming Events' calendar showing dates from Monday, February 22 to Thursday, March 4. At the bottom right is a 'What do you most need help with?' section with checkboxes for 'Writing', 'Exams', 'Self-Management', and 'Presentations', and a 'Vote' button. The footer contains a 'Sitemap' link, an 'Email Us' link, and the text 'Last updated 22 January 2010'.



## Giving Criticism

Step 1: Listen to Criticism

Step 2: Decide on Truth

Step 3: Respond Assertively

Passive Response

Directly Aggressive Response

Indirectly Aggressive Response