

Presentation Skills



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Why do I need presentation skills?

- Presentations are unavoidable
- The better prepared, the better the presentation
- You will become more confident with practice
- Find a style that you're comfortable with



Presentation situations

- Interview
- School, college or university
- Employment
- Social events

Types of presentation

- Individual
- Informal
- Non-interactive (talk or lecture)
- Group
- Formal
- Participative (workshop)

Presentation tools

- PowerPoint
- Internet
- Interactive whiteboard
- Flip chart
- Videos
- Music
- Guest speakers

Resources

- Handouts
- Flip charts
- Prototype/artefact
- Photos/videos
- Activities/games
- Quiz sheets
- Audience polls



Planning and structuring

- Title and aim
- Know your brief and audience
- How long should it be?
- Structure key themes (beginning, middle and end)
- Keep it simple!



A good presenter will...

- Prepare well
- Appear confident
- Be knowledgeable
- Not read slides/prompt cards
- Be dynamic
- Speak clearly
- Keep eye contact
- Get the message across
- Stick to the allotted time
- Dress appropriately
- Involve the audience
- Invite questions

