# Presentation prep & technique

TO BE VIEWED OUTSIDE OF CLASS **BEFORE** 4 OCTOBER SESSION

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# Getting started

- What you need to know before you start creating your presentation:

- Subject

- Purpose

- Audience

- Time limit

- Organization

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# **Presenting in groups**

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# Planning presentations in groups

- Each group member should have clearly defined tasks
    - Set deadlines
    - Communicate regularly
        - Notify your partners early if there are problems
- Aim for each person to speak for similar spans of time
- Think about consistency of information and slide formatting

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# Creating presentations in groups

- Make sure that all team members know the plan

- Work on consistency of information & slide formatting
  - Keep all contributors consistent regarding:
    - Color scheme, font choice, backgrounds
    - Amount of text per slide
    - Amount of time per presenter



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# Presenting in groups



- The first speaker should introduce everyone in the group (including him- or herself)

- Aim to have everyone know how the person before them will finish his or her portion(s) of the presentation to ensure smooth hand-offs

- The final speaker will, of course, conclude the entire presentation

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# Delivery

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# General delivery tips

- Use your intonation to help the audience understand. Intonation includes:

  - Word stress

  - Pauses

- Need pronunciation help?

  - Use online dictionaries – many have recordings of each word to which you can listen



Image by Valeriia Bugaiova via Unsplash

# Connecting the parts

Use "signposting," or words & phrases that let the reader know how the ideas and sections of the talk relate to each other

- Transitioning between partners
  - Example: Elias will now explain …

- Indicates what is to come
  - Example: Next, moving on to step three …

- Referring back to what came before
  - Examples: As Linnea said earlier … , Comparing this to our previous sample …

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# No scripts!

- DO NOT read a script (a fully-written-out set of everything you will say). Why not?

- Reading from a script:
  - Makes you sound robotic, flat, unnatural
  - Causes many people to lose their place (and thereby become more nervous)
  - Keeps the talk's energy so low that the audience will lose interest quickly

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# … then what should you use instead?

- Either construct the slides so that they guide you towards what to say (but do not simply read all text on the slide), or use paper notes

- Hints for using notes on paper
  - Use keywords and phrases rather than a "script"
  - Use a large font for easier readability
  - Color code (to make it harder to lose your place)
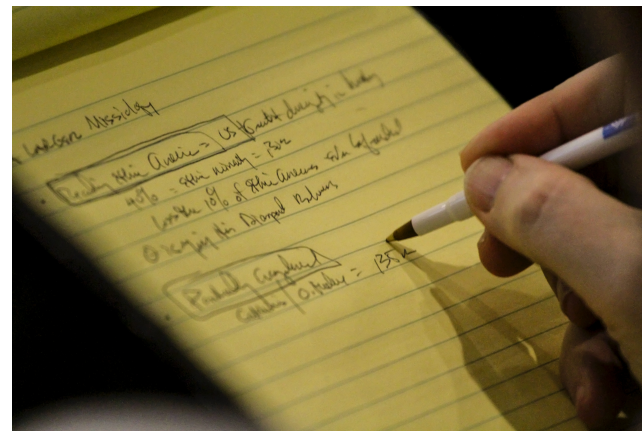  - Reading from a phone can be challenging (small & easy to lose your place), so it is NOT recommended



Image by Mick Haupt via Unsplash

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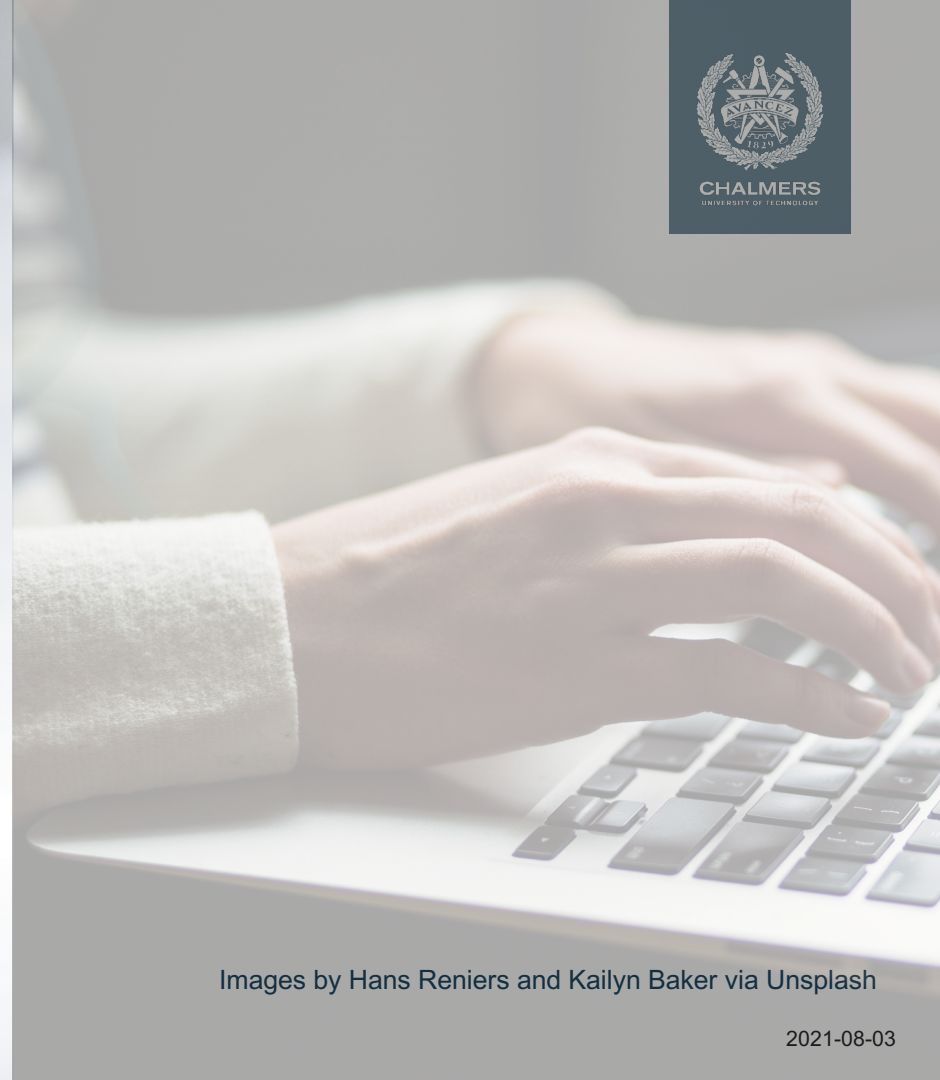# Use non-verbal cues for emphasis



- Non-verbal elements include

  - Eye contact with audience

  - Facial expressions

  - Gesturing, including pointing to slides

  - Looking at the presenter when you are not presenting (to help focus audience's attention)

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# Tools

Images by Hans Reniers and Kailyn Baker via Unsplash

# Use the criteria

- Make sure everyone in the group has reviewed and understood the criteria

- Use them as a way to know what the presentation should and should not do

| | Content | Structure | Delivery |
|---|---|---|---|
| 5 | • Very clear presentation of situation / problem and solution.<br>• Very clear purpose is presented.<br>• Information consistently relevant to the selected audience.<br>• Information is thoroughly explained.<br>• Content has been very effectively adapted to suit an oral presentation. | • Introduction very effectively provides names of presenters & project verbally and visually, and contains a very clear agenda.<br>• Transitions consistently join ideas, sections clearly and effectively.<br>• Handoffs between presenters indicate excellent teamwork.<br>• Conclusion effectively summarizes main points but also emphasizes why the topic is important.<br>• Last line is well planned so as to end the talk strongly. | • Excellent eye contact, engages with audience.<br>• Extremely well prepared, practiced, and professional.<br>• Visuals are well designed and used very well to complement spoken presentation.<br>• Excellent pacing and intonation.<br>• Timing falls exactly or within 10% in requested range. |
| 4 | • Generally clear presentation of situation / problem and solution.<br>• Easily understood purpose is presented.<br>• Information generally relevant to the selected audience.<br>• Information is generally well explained.<br>• Content has been generally well adapted to suit an oral presentation. | • Introduction provides names of presenters & project verbally and/or visually and contains a generally sound agenda.<br>• Main idea conveyed in a problem statement.<br>• Transitions join ideas, sections clearly and effectively on the whole.<br>• Handoffs between presenters work generally well.<br>• Conclusion summarizes talk and aims to provide the topic's greater importance.<br>• Last line is planned so as to convey that the talk has ended. | • Mostly good eye contact; demonstrates general openness to audience.<br>• Seems well prepared and gives generally good impression.<br>• Visuals are informative and used effectively to complement spoken presentation.<br>• Pace generally good, generally natural intonation.<br>• Timing is within 20% of requested range. |
| 3 | • Some sense provided of the situation / problem and solution.<br>• Purpose is presented, but not clearly.<br>• Information is mostly relevant to the selected audience, but some items may not be completely relevant.<br>• Information given is explained well enough for listeners to understand on the whole.<br>• Content sometimes might not have been adapted from the written text (or gives the impression that it has not been adapted to an oral presentation context). | • Introduction is functional but misses one of the following: presenter names, project name, agenda.<br>• Main idea present but not well expressed.<br>• Transitions sometimes join ideas, sections, but need to be used more consistently.<br>• Handoffs between presenters are functional.<br>• Conclusion is present.<br>• Last line is given but does not seem planned. | • Eye contact happens, but more focus on audience is needed.<br>• Presentation communicates its message, though more practice will help elevate overall impression.<br>• Visuals contain relevant information on the whole but could be more informative and/or could be used more effectively.<br>• Pace sometimes too fast or too slow; some issues with intonation or sounding unnatural.<br>• Timing is within 30% of requested range. |
| U | • Difficult to follow ideas in places because of confusing content.<br>• Audience not taken into consideration. Information sometimes irrelevant or not explained.<br>• Content straight from written text. | • Introduction missing more than one of the following: presenter names, project name, agenda.<br>• No problem statement.<br>• Transitions are completely lacking /extreme problems with teamwork are evident.<br>• Ending is sudden/unplanned. | • Little eye contact with audience or audience is ignored.<br>• Seems unprepared.<br>• Few or no visuals, or inappropriate visuals.<br>• Much of the presentation is reading aloud/sounds unnatural; pace is consistently too fast or too slow.<br>• Timing much too long or much too short. |

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# Other resources

- View the companion out-of-class material on creating presentation visuals

- See more [information on creating notes for a presentation](#) at the Chalmers Writing Guide

**Good luck!!!**



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