

Advanced Presentation Skills

Manchester Access Programme
Workshop

Advanced Presentation Skills

This workshop aims to develop your presentations skills. The tasks you will complete as part of the workshop will help you to develop in the following areas.

- Presentation delivery
- Communication with an audience
- Presentation planning
- Sharing of ideas/ opinions
- Personal confidence !

Opening Thoughts

- What are your worries around giving Presentations?

We will take 2-3 mins to think about and note these on the post-its provided.

Opening Thoughts

- What do you enjoy about giving presentations?

We will take 2-3 mins to think about and note these on the post-its provided.

Sharing Experiences

- In groups, using the flipchart paper and pens provided:

Share with the other people on your table a time when you gave a presentation. Try and give at least one example and say:

- 1) What was the presentation on?
- 1) How did you decide what to say?
- 2) How did you present it?
- 3) How did you feel about doing it?
- 4) How did it go?

Preparation

- Good preparation = good presenting

!It is very important to be prepared before a presentation!

Preparation

What do you think you need to consider/
think about before giving a presentation?

- Audience
- Content
- Technique

Audience

- Who is your audience?
- What age are they? What values do they have?
- Do they have any prior knowledge of the subject?
- How will they respond to your presentation?
- What is your goal in relation to this audience?
 - To be **perceived** by the audience as **credible** and **qualified** to speak about your subject

Content

- What is the presentation about?
- How are you going to introduce the topic?
- What are you going to say about it?
- Are you going to discuss your thoughts and opinions on the topic? How will you support the points you make?
- What information will you include and what information will you choose not to include? (This is of course affected by how much time you have).

Remember!

- Don't try to do too much
- Cover only what you've been asked

Tell them, tell them, tell them...

Structure

- Beginning
 - Tell them what you're going to tell them...
 - Introductions, main points, set the scene
- Middle (main part)
 - Tell them what you told them you'd tell them...
 - Main points and supporting evidence, recap, make it flow
- End
 - ...tell them what you told them!
 - Restate main points, tell them how they've benefited, questions

Technique

- Body Language

What do you think you need to consider in relation to body language when giving presentation?

Body Language

- Posture
- Closed or Open
- Personal space
- Attitude
- Eye contact
- Audience awareness

Voice and Delivery

- Control – practise
- Keep audience interested
- Voice
 - Don't read from a script
 - Project your voice
 - Use pauses and silences
 - Speak slowly and clearly –practise speaking slowly and clearly!

Handling Questions

- **S**hare the question
- **T**hink about the answer
- **O**nly answer the question
- **P**olitely check the answer was ok

Presentation Planning Time!

Working in your groups you are going to plan a short presentation to give to your fellow students.

You will have 45 mins to:

- Decide what you will present on
- Plan the presentation
- Practise the presentation

The presentation will be given without the use of powerpoint

Your presentation

*Assume that the audience have no prior knowledge of the subject *

Things to think about:

How will you introduce the topic?

What do you want to say about it?

What information will you include, bearing in mind the time you have?

How will you support the points that you make?

Presentations...

- Each group will be given a presentation topic to choose from and each group will be given a template to help with organisation and planning
- Sources of information will be available for you to use when planning your presentation
- Each presentation will be 5 minutes long
- Each member of the group must present

You will devise a presentation on one of the following:

- **1) Tuitions Fees:** Discuss the government's decision and university's recent announcements to charge up to £9k a year for tuition fees. What do you think this means for undergraduate students? Also, do you think it will affect the number of students applying to university?
- **2) Royal Wedding:** Billions of people, across the globe, recently watched the Royal wedding of Prince William to Kate Middleton. Why do you think this event received so much media coverage? Discuss more generally the public's perception of the monarchy and the role they play in today's society.
- **3) Social Networking:** The increase and popularity of websites like Facebook, MySpace, etc. What are they and how do we use them? Discuss some of the potential implications to society as we rely more and more on this method of communication.
- **4) Reality TV:** Some people think that reality TV shows are nothing more than soap operas played out by real people and are merely another form of harmless popular entertainment, while others believe that the programme makers' concern is on ratings rather than contestants' well being. Compare and discuss these view points on Reality TV. Which of the views do you share and what are your reasons for this?

Timings for planning

- 30-35 mins planning time
- **Remember - assume your audience has no prior knowledge of the topic**
- 10 mins to practise – it is crucial to practise so that you will be fully prepared and so everyone will know what they are doing!
 - Run through the content
 - Think about delivery technique

Feedback from the audience

- Following each presentation the audience will give some informal feedback – using the feedback sheets provided as prompts:

Feedback will be on: **Content and technique**

- What was good?
- What could have been improved?
- If you had no prior knowledge of this topic, would the information provided in this presentation have helped you to understand about the topic?

Revisiting initial thoughts.

- First of all – WELL DONE!
- What were you worried about at the beginning?
- Do you feel better about any of these worries?

Questions?

- Any questions about the workshop?