



With thanks to Mr  
Hamilton for  
providing this  
presentation 😊

# PRESENTATION SKILLS

“Speech is power: speech is to persuade, to convert, to compel.” -**Ralph Waldo Emerson**

## Paired Discussion

- With your partner, rank the top three “do nots” for a successful presentation

# Spoiler Alert!

- In this lesson, we will discuss and discover:
  - Why it is important to deliver interesting and successful presentations
  - How to effectively prepare your presentation
  - What to do in order to deliver your presentation in an engaging way

# Why bother? – Presenting in the Workplace

- Question:  
What jobs require presentation skills?
- Answer:  
Every job! From McDonalds to Microsoft, employees are expected to speak confidently and present themselves in an engaging manner. A recent study found that 70% of American employees think that good presentation skills is *critical* to their success at work.
- Why is this?



# Why bother? – Presenting in Education

- In school, presentation skills are assessed in a variety of different subjects and seen as an important part of *literacy*
- In many university and college course, student-led presentations form a mandatory part of your grades
- It's time to become supreme speakers!



# Preparing to Present – Worth the effort!

- *“It usually takes me more than three weeks to prepare a good impromptu speech.”* – Mark Twain
- Completely off the cuff presentations rarely work, and are easy to spot!
- If you prepare thoroughly, your presentation will have more impact on the audience and (most importantly) reduce stress for you!

# Preparing to present – Choosing a topic

- Your topic should be:
  - **Relevant** – Make sure what you are saying relates to the task you have been given!
  - **Original** – Saying something fresh and new is exciting; treading the same old ground isn't...
  - **Interesting** – Your topic should hold the interest of your audience, so consider what they might like to hear.
  - **Suitably sized** – Anything too big or complex can't be addressed in the time you have, and anything too small or simple will become dragged out and boring!

# Preparing a presentation – Researching

- Before, you can write anything down, you must know about your topic!
- Make sure that all your research is taken from *respected sources* (i.e. not Wikipedia or *the Beano*) to make sure that it is correct.
- Only include information that is necessary to your topic. Don't just read a list of facts!
- You may need to answer questions, so make sure you know your topic well.



# Preparing a presentation – putting pen to paper

■ When writing your presentation, make sure it follows a clear structure:

- **Beginning** – grab your audience’s attention with an impactful or humorous anecdote.
- **Middle** – largest part which covers your argument or information.
- **End** – Summary of key points. Aim to finish with a flourish: powerful final statement, humour, or a question for audience to consider.

**These should all be written as *notes*, and not as an essay to be read!**

# Preparing a Presentation

- You should always PRACTISE before delivery!
- Use your phone to record you speaking. This allows you to hear what needs tweaking or more practice.
- Time yourself to make sure that you are within expected time constraints.



# Delivery is as important as content!

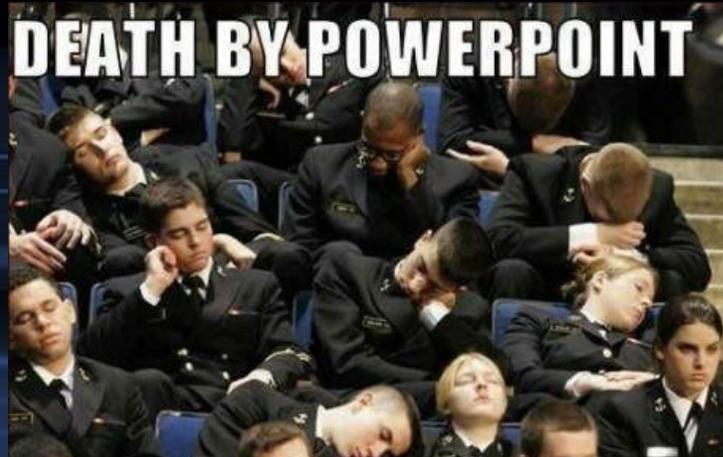
- Speak clearly and loudly - Don't need to shout, but make sure that you are heard and not speaking too fast to be understood.
- Show your passion - If **you're** not interested in your topic, why should your audience be?
- Sound natural – Don't sound like you are reading, or have memorised a script. This is why note prompts are important.
- Positive body language – Be animated! Take hands out of pockets and use them to stress a point, to list on your fingers or widen your arms for emphasis.

# A note on visual aids

- Posters, pictures and PowerPoints *can* add an engaging visual aspect.

## **BUT:**

- Most speeches only need one visual which does not dominate.
- Use them sparingly, and NEVER just read from them.



It really works!

- Watch the following clip and use what you have learnt in this lesson to identify and note down the strengths of his presentation

# Ken Robinson: Do schools kill creativity?



- Share with your partner notes on the TED talk.