Presentation Skills

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From your experience:

• What makes an effective presentation?
Presentation Overview

• Planning your presentation
• Preparing your talk
• Preparing your slides
• Delivering your presentation
Planning your Presentation

Before your start, ask:

• Who is your audience?
• What is the purpose of your presentation?
• What’s the theme of the conference and what else is in the program?
Planning your Presentation

Review speaker guidelines
Preparing your Talk

• What do you want the audience to get from your presentation?
• What are the take home messages?
Preparing your Talk

Structure logically:

• Opening
  – Arouse interest
  – Demonstrate why the topic is important
• Outline main points to be covered
• Focus on findings, avoid lengthy introductions
• Summarise main points
Preparing your Talk

• Clear, organised and logical
• Short sentences and small words
• Limited number of points
• Clear transitions between points
Preparing your Slides

• Limit information
• 4-6-7 rule:
  – 4 main points
  – 6 words per line
  – 7 lines per slide
• Simplify slides, talk to them
• Leave white space
• Use graphics appropriately
Preparing your Slides

• Use effective titles
• Be consistent with headings
• Use simple graphs and figures instead of words
• Don’t cut and paste tables
• Proof your slides
Preparing your Slides

• Use large enough font
  – 24 point minimum
• Don’t use too many fonts
• Use fonts that are easy on the eye
  – Sans serif fonts are easier to read
• Use italics and bold sparingly
• Don’t underline
Preparing your Slides

• Don’t use all capitals
• Be consistent in use of capitals
• Ensure font can be read on the host computer
Preparing your Slides

• Use dark background and light text for screen presentations
• Avoid red for text
• Use white and yellow for text
Preparing your Slides

• Avoid overuse of transitions
• Build and reveal
Delivering the Presentation

• Prepare and practice
• Dress appropriately
• Arrive early
• Check the room and equipment
• Learn to use the hardware and software
Delivering the Presentation

• Be enthusiastic
• Avoid reading
• Maintain good eye contact, don’t show your back
• Vary your speaking volume
• Use pauses
• Take care with pointers
• Don’t apologise
Delivering Presentations

• ALWAYS keep to time
Delivering Presentations

• Anticipate questions
  – paraphrase
  – focus
  – speak to whole audience
  – use short answers
  – acknowledge it if when you can’t give an answer
  – check if you answered the question
References

• http://www.slidesdirect.com/4rsrc.htm
• http://www.iasted.org.conferences/2002/
• http://www.tsuccess.dircon.co.uk/powerpoint training.htm