

Presentation Skills

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International
Society of Nurses
in Cancer Care



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 you 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

International
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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/powerpointtraining.htm>

