

## STAGE 1: PLANNING

Questions to ask yourself in the planning stage:

- What is the length of the presentation? Does this include time for questions?
- Is there a suggested format (e.g. PowerPoint, Prezi)?
- How many slides should I have? Do not have more slides than minutes!
- Is the marking scheme available?
- Who are the audience? What do / don't they know?
- What's your story / take home message? How do you want your presentation to be remembered?

## STAGE 2: STRUCTURE

Content	What	Length
Introduction	Yourself, your talk, the topic, 'hook'	10-15%
Body	The 'story'	75-80%
Conclusion	Key points, next steps	5-10%

💡 Plan your content thoroughly. Do not rush into writing and formatting slides!

Capture audience's attention with a 'hook':

🗣️ Famous quotation

🗣️ Joke/anecdote

📊 Fact/statistic

🔧 Prop

📱 Task

❓ Question

## STAGE 3: DELIVERY

### Effective delivery: voice

Things to think about:

Tone and pitch

Clarity, articulation

Volume

Emphasis

Pace

Effective pausing

💡 Practice emphasising different words in this sentence and hear how the meaning changes: "We all know that smoking is very bad for you".

### Effective delivery: actions

✓ Use hand gestures

✓ Stand up straight

✓ SMILE – even if you don't feel like it!

✗ Cross your arms

✗ Put your hands in your pockets

✗ Turn your back on the audience

### Good visuals

✓ Check font size

✓ Check spelling and grammar

✓ Give reading time if necessary

✗ Have colour clashes

✗ Overdo the animations

✗ Include too much text

💡 Experiment with images and titles (e.g. the bookmark approach)

💡 Design slides according to topic (use the Slide Master in PowerPoint)

💡 Full picture backgrounds can be effective

### Answering questions

Try to anticipate them

Ask for them to be repeated

Rephrase the question in your answer

💡 If you don't know the answer, say you don't know!

## STAGE 4: REFLECTION

Questions to ask yourself after your presentation:

- What went well and why?
- What could have been better?
- What will I change for next time and how?

## DEALING WITH NERVES

### Before your presentation:

- Practise! This is the best way to alleviate nerves; if you know that you are ready, you will feel more confident.  
BUT do not over-practise – this can make you sound unnatural.
- Do not write a script, but prompt cards can help.
- Watch other talks for inspiration and ideas.
- Research where you will be presenting, and be aware of potential distractions.

💡 Use your own hidden messages as prompts

💡 Use card, not paper

### On the day:

- Try to stay calm!
- Take some deep breaths.
- Drink plenty of water.
- Do something that relaxes you.
- Arrive in plenty of time.
- Tell yourself that you will do a good job: if you imagine a positive outcome, you are more likely to get one!

### During your presentation:

- Pretend that you are talking to one person in the room, then move on to someone else: one person, one sentence
- Stay hands free if possible.
- If you find yourself talking too fast or waffling – stop as soon as you can! Take a deep breath and count to three in your head.
- Look at people's foreheads if you find eye contact difficult – nobody will be able to tell the difference.
- Use positive body language.
- Always remember to smile 😊

### FEATURES OF GOOD PRESENTATIONS

- ✓ Attractive visuals
- ✓ Carefully planned
- ✓ Inspiring
- ✓ Capture audience
- ✓ Keep to time
- ✓ Clear message

### FEATURES OF GOOD PRESENTERS

- ✓ Prepared
- ✓ Enthusiastic
- ✓ Energetic
- ✓ Effective vocal skills
- ✓ Aware of audience
- ✓ Look presentable

