Presentation skills refresh

Claire Sewell
Research Support Skills Coordinator
o Why learn to present?
o Designing your presentation
o Delivering your presentation
o Top tips and tricks
Do we need presentation skills?
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Number two was death.

This means to the average person if you have to be at a funeral you would rather be in the casket than doing the eulogy”

Jerry Seinfeld
Welcome to this workshop about learning to design and deliver presentations.

Today we will talk about the best way to capture (and keep!) audience attention as you talk to them for hours and hours about something they don’t really care about.

We all hate presentations but we have to do them as part of our everyday jobs – more about this to follow….

Basically as long as no one falls asleep in your presentation you must be doing a good job … right?!?

This chart explains something very important – but not important enough for a slide of its own!
Welcome to this workshop about learning to design and deliver presentations. Today we will talk about the best way to capture (and keep!) audience attention as you talk to them for hours and hours about something they don’t really care about. We all hate presentations but we have to do them as part of our everyday jobs – more about this to follow....

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Basic design principles

- Stick with your theme
- Be sensible with colour and font choices
- Use animation sparingly
Structuring your presentation

- Build around your key message(s)
- Work backwards
- Make it flow
- Question questions
- Storyboard
Power of the point
Design tools

Powerpoint alternatives
- Haiku Deck
- Prezi
- Google Slides
- Keynote
- Canva

Image sources
- Flickr
- Pixabay
- Pexels
- Photofunia
- Nappy.co
Handouts

- Purpose and content
- New ways to share information
- Accessibility
Bad delivery can kill a great presentation
Dealing with nerves

- Can be a good thing!
  - Preparation is key
  - Relaxation techniques
    - Practice
Body language

- First impressions matter
- Eye contact
- Hand gestures
- Facial expression
- Voice projection
Dealing with disaster

- No one will know unless you let it show
- Preparation helps avoid problems
- Deal with questions professionally
- Have a back-up plan
Questions?
Top tips

- Always think about your audience
- Never underestimate the importance of preparation
- Fake it until you make it
Good luck!

Claire Sewell
Research Support Skills Coordinator
Office of Scholarly Communication

ces43@cam.ac.uk