

Presentation Skills

Structuring Content

Outcomes and Takeaways:

As a presenter, you want to avoid information overload. Plan to present your audience with relevant, key information.

Visual Representations:

Include visual representations to keep the audience engaged and clearly describe concepts.

Starting Off Right!

First Impressions: Begin by making a good first impression. Begin with confidence and don't forget to introduce yourself.

Know Your Audience: How much background do they have on the topic? Will you need to define key terms? To be safe, tailor the content and delivery to suit any audience (expert to novice).

Importance of Introduction: Consider a joke, cartoon, a bold statement, or personal experience.

Delivering Your Content

Create a Verbal Map: A verbal map should be a sequence of main points and can be reiterated to attendees at major crossroads or transitions.

Create Relevance: Focus both on the importance and relevance of your topic.

Use Transitions: Connect the concepts. Don't assume individuals will naturally follow you without a clear path.

Closing

Connect and Summarize: Last chance to resonate with your audience.

Considerations: Always present the audience with considerations for future research or implications for future studies or programs.

Questions: Leave time for questions. Anticipate questions and practice your responses.

Verbal Communication

Rate and Volume: Practice the pacing of your presentation and know the appropriate volume for the presentation location.

Filler Words: Avoid using filler words (um, like, uh).

Monotone speech: Avoid sounding monotone by using inflection and varying your intonation.

Pauses: Pause naturally where punctuation would be located.

Non-Verbal Communication

Comfortable Distance: Stand close enough to establish rapport, but with comfortable radius with your audience.

Eye Contact: Speak to the entire audience, not just two people.

Appear Confident: Stand up straight.

Facial Expressions: Be personable without becoming distracting.

Movement: Do not lean on objects. Avoid swaying back and forth.

Considerations for Slides

Good Slides

- Rely heavily on images
- Enhances the presentation
- Visually appealing
- Avoids content overload



Bad Slides:

- Contains small font
- Greater than 6 lines of text per slide
- Printed and distributed
- Poor quality

