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### Document Version

Presentation

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Oral Health  
Conference

26-27 November 2021, SEC Glasgow



## SEE AND BE SEEN

Putting the **spotlight** on  
dental hygienists & dental therapists

### Presenting: From The Inception Of An Idea To Giving The Presentation; An Introduction To Delivering An Effective Oral Presentation

University of  
**Kent**

Digital  
and Lifelong  
Learning (DaLL)

Dr Debbie Reed

EdD, MSc, PGCHE, FHEA, CMCIPD, BA (Hons), Cert Ed



**The Aim:** is to provide delegates with deeper understanding of how to convey a sense of competence if required to deliver or present information in an oral format to an audience

**Enabling Learning Objectives:**

By the end of this session you will be able to ...

Identify the design features of a presentation

Discuss the structure of a PowerPoint

Apply techniques to elicit and respond to audience questions

Refer to a set of ideas and tools to improve presentation and delivery style.

Look out for:

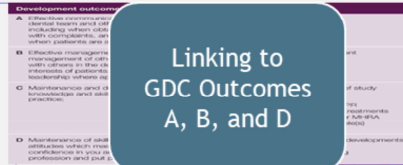


Revealed slide content at the end of the presentation...

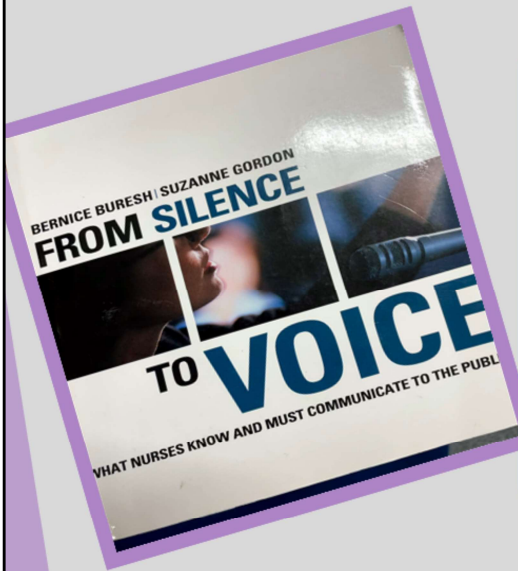
To request a copy of the presentation please email:

[D.Reed@kent.ac.uk](mailto:D.Reed@kent.ac.uk)

Linking to  
GDC Outcomes  
A, B, and D



## Presentation - Why!?



What influenced me...

Professional auditability

Professionalisation of Occupations

What theoretician and research says...

Links to See and Be Seen

Some of you will be experienced...

Some of you will be expert...

And for others **this will be a calibration opportunity...to align what you know and what you will need to demonstrate in the context of your future journey...**

Some of you will be experienced

Some of you will be expert

And for others **this will be a calibration...to align what you know and what you will need to demonstrate in the context of your future journey...**



## Experience of Presenting...



- ▶ Who has delivered a presentation before?
- ▶ Who has had training in delivering a presentation?
- ▶ Who has researched 'how to' via YouTube?

## Designing a Presentation - Ask Your Self...



• What do I want to say in this presentation?



• Who will be in the audience? What do they expect?



• Where will the presentation be held? What equipment will I need?



• What materials will I need? Where can I get them?

Who has delivered a presentation before?

How did it go?

What lessons did you learn?

What are you most concerned about with regards to presenting?

SO LETS START AT THE BEGINNING...

## Structure

- Do your research well.
- Structure your content carefully to fit into the available time.
- Like an essay, there is a basic three-part structure:

**Introduction** - outline what you are going to say.

10%



**Body Of Content**- say what you want to say in a logical order.

80%



**Conclusion** - draw your conclusion and/or summarise.

10%

Participants will be encouraged and challenged to examine preconceived assumptions, opinions and experiences, specifically to:

## Introduction (10%)

I

- **Interest** - Capture the audience interest

N

- **Need** - Why you are delivering the presentation - why the audience needs to listen - grateful for feedback

T

- **Title** - Your question? Applying An Evidenced Base Approach To....

R

- **Range** - Presentation will last for 10 mins ; Use PowerPoint ; Supported by a printed abstract handout; Will follow the following outline ....; Opportunity for questions at the end; Will value your feedback and comments at the end

O

- **Objective linked to Aim:**
- **Objective...**By the end of the presentation you should .... be able to...should have

### RANGE

- **Length of presentation** - this presentation will last for;
- **Structure of the presentation**;
- **Telephone/toilet breaks** and so on;
- **Use of PowerPoint**;
- **Note taking policy**;
- **Supported with handout** and when that will be issued;
- **Questioning policy** - when questions maybe asked;

### Range

Presentation will last for 10 mins

Use PowerPoint

Supported by a printed abstract handout

Will follow the following outline ....

Opportunity for questions at the end

Will value your feedback and comments at the end

## Content (80%)- General

● This is not a lesson...

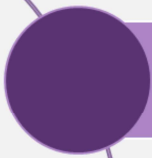
- remember you are delivering information not having an interactive dialogue with the audience

● Remember to maintain a narrative thread

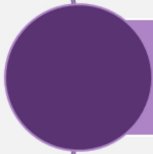
● Achieve this by being logical and progressing, linking one point to the next OR/AND linking one slide to the next

● Key points only PowerPoint (not the whole script)

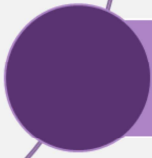
## Content- Specific To You



What content should you included...? Simple...

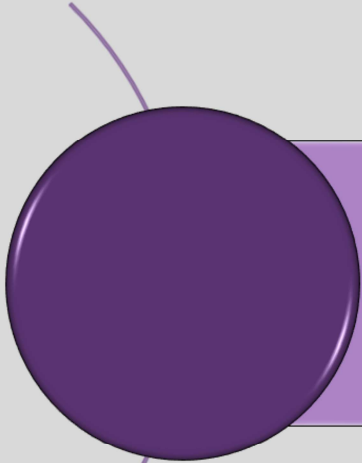


What are the criteria for the presentation?



Are there any frameworks or models which might help you deliver your message  
OR that you might included to demonstrate your depth of appreciation of the  
underlining problems, issues, literature or theories

## Content- Visual Aids



For those who need to create a PowerPoint for the first time, a number of things to think about...

## Experience of Presenting...



- ▶ Who has used PowerPoint before?
- ▶ Who has had training using PowerPoint?
- ▶ Who has research 'how to' via YouTube?



# PowerPoint

<p>Key points only on PowerPoint (not the whole script)</p> <p>Use the note page (see next slide)</p>	<p>Make sure any text, image or chart is clear or give handout</p>	<p>Think about the background (cream or off white with dark writing works best for most audiences)</p>	<p>Always check out your PowerPoint prior to delivery (colour and animation sometimes change depending on the version of PP)</p>
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- Try to provide information in an easy to read way - use the animation function
  - Keep it simple - in terms of animation
  - No noises
  - No random whizzing in from all directions
  - Think about using SmartArt Graphics
- Spell check **but** if a mistake does appear during the presentation, style it out (ignore it) and move on
- **Tip** - use the 'full stop' to prompt you.

Who has used PowerPoint before?

Key points for PowerPoint.

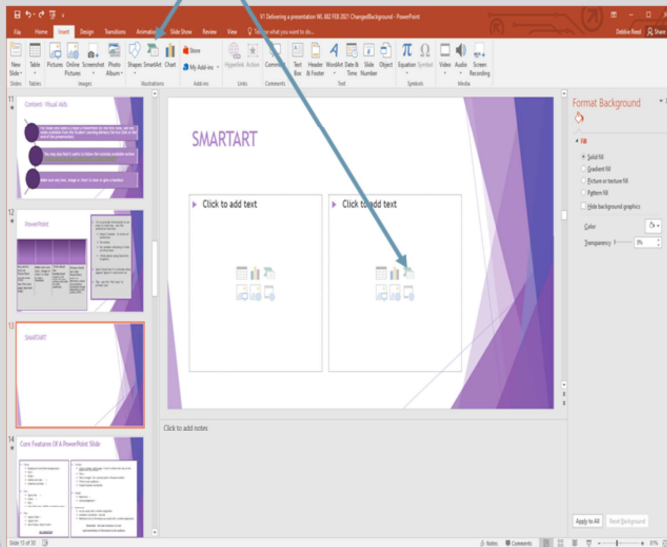
You might already be familiar with the 6x6 rule.

This presentation rule suggests that you should include no more than **six words per line** and **no more than six bullet points per slide**. The goal is to keep your slide from being so dense and packed with information that people don't want to look at it.

How many slides – some say 1-2 per minute others 10 for a 20 mins presentation.

Do not get confused between using PowerPoint as a resource and using it as a tool to emphasize key points.

# SmartArt



Remember think about using a YouTube Tutorial to build your skill...



## Core Features Of A PowerPoint Slide

### Colour

- Background (avoid dark backgrounds) □
- Background (avoid white) □
- Font (avoid black on white) □
- Shade □
- Outline and Lines □
- Underline and Bold □

### Font

- Type & Mix □
- Colour □
- Size □
- Case (Title Case, CAPITAL or Sentence case) □

### Flow

- Logical Order □
- Logical Link □
- Use of Space, Gaps & Lines □

BE CONSISTENT

### Content

- Link to written (which page - if not in written then why on the poster and vice versa)? □
- Flow □
- Text to image? Can a picture paint a thousand words? □
- Think of your audience □
- Student Number and Details

### Images

- Relevance □
- Acknowledgement □

### References

- As you would with a written assignment
- Academic Convention - Harvard
- Reference List at the end (as you would with a written assignment)

Remember - the main intention is to aid rapid assimilation of information by the audience

Two common fonts that are easy on the eyes are Arial and Verdana

Think

- Uniform the boxes
- Use of lines
- Spelling/typo in final column
- Different Bullet Points
- Uniform the space between columns
- Uniform the font
- Relevance of apple image
- Definition and relevance
- Terms – who are 'they'?
- Uniform headings
- Box all text (uniform)

Explain about superscript – use **tell /show /do**.

Emphasis placed on:

Focused

Logical flow  
Follow criteria  
Key points feature on poster  
Follow academic convention  
Authoritative references

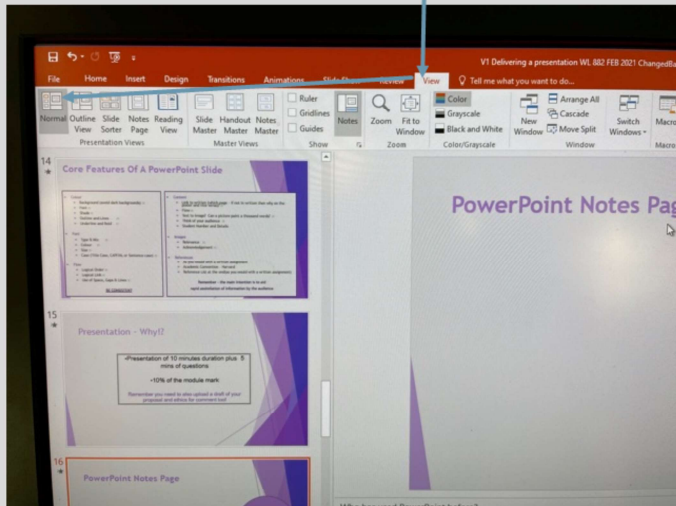
Background Shade:

To ensure that the material is accessible to those cover with the spectrum term 'neuro-diversity'.

Difference between Myers Ilen Syndrome (visual processing distortion) – visual stress which causes visual distortion

Or Dyslexia (language processing– phonological deficit –difficulty to recall basic sound units

## PowerPoint Notes Page



Remember to  
access  
YouTube  
Tutorials

Who has used PowerPoint before?

Key points for PowerPoint.

## Conclusions (10%)



Quick recap



‘To summarise my main points...’



The **final point** is the one you wish to leave the audience with before you go into the ending of your presentation...

### [Steps of a Conclusion \(saylordotorg.github.io\)](https://saylordotorg.github.io)

1. Challenge
2. Quotation
3. Summary
4. Visualising the future
5. Appeal (for action)
6. Inspirational
7. Proposal of a solution
8. Question (what kind of impression do you want to leave)
9. Reference to the audience (what's in it for them)

## Is The Conclusion The End?...



- ▶ So is the Conclusion the end?
- ▶ The ending is the end?

## The Ending...

- *'This brings me to the end of my **presentation**'*. Repeat Aim and Objectives
- Mention how the session links with the next session or practice or future work
- Mention any associated reading or resources (Reference List)
- Thank the audience for their time
- Remind about how to get copies of the presentation available or any notes available (location or method of distribution)
- Request any questions - then any final questions...
- If there are no final questions - then draw the session to and end.



# What About Questions



Source Getty Image



## Handling... A Question

Repeat the question so that the whole audience hears..

Pause...so that the audience can process

Respond - either with the answer or with another response

### *Interesting question and...*

- The question requires careful consideration and research...
- I would be interested to hear other peoples thoughts...
- Did you have any particular thoughts yourself?
- Let me make a note and follow up with you afterwards..
- That is something I would need time to reflect on....
- Or another response you have prepared...

## Tips For Handling...Your Self....

### ▶ Nerves: □

- ▶ Do not apologise for being there.
- ▶ Stay behind the desk or podium if you are nervous.
- ▶ Try not wave a pen/pointer around.
- ▶ Excited not anxious

### ▶ Rapport (trust): □

- ▶ Eye contact - glance round
- ▶ Or pick a spot above heads at the back of the room...
- ▶ Facial expression (smile).
- ▶ Open body language.

### ▶ Voice: □

- ▶ Tone (try to modulate not to be monotone).
- ▶ Volume (so everyone can hear) speak to the audience.
- ▶ Language (explain abbreviations and any 'usual terms').
- ▶ Pause 2-3 seconds for emphasis

### ▶ Pace: □

- ▶ Speed at which you speak.
- ▶ Speed at which you deliver the information.
- ▶ The power of the pause....

### ▶ Distracting mannerisms: □

- ▶ No fiddling!
- ▶ Maintain eye contact (work the room).
- ▶ Avoid Urrrrrrrrrrmmmmmmms -but remain natural...
- ▶ Do not start talking to yourself!!!
- ▶ Think about your hands.

### ▶ Timing: □

- ▶ Have someone to keep you to time.
- ▶ Think about using the alarm on your mobile device.

When we find ourselves rattled while speaking — whether we're nervous, distracted, or at a loss for what comes next — it's easy to lean on filler words. These may give us a moment to collect our thoughts before we press on, and in some cases, they may be useful indicators that the audience should pay special attention to what comes next. But when we start to overuse them, they become crutches — academics call them [disfluencies](#) — that diminish our credibility and distract from our message.

According to our research, the average professional speaks at a rate of 150 words per minute. Yet, [according to research from Missouri University](#), we think at 400 words per minute (and depending on who you ask, the rate may be as high as 1,500 words per minute).

## Do Remember To...

- ✓ Do use cue cards to prompt you. Reading from a script is boring! (remember to look up)
- ✓ Do take your time. Rushing ahead creates panic!
- ✓ Do your preparation well
  - ✓ Check spellings, grammar and punctuation (SPaG)
  - ✓ If appropriate (ie for academic presentations) follow the convention for **citation and referencing**
    - ✓ Use citation on slides
    - ✓ Include a Reference List at the end
  - ✓ Number Slides
  - ✓ Proof Read
  - ✓ Acknowledge Images
- ✓ If you must...read from **computer screen** (look up) not the big screen

## Rehearse



Practice makes perfect!?  
Perfect practice makes perfect...



Try rehearsing your presentation in front of others, if possible, or in front of a mirror.



Alternatively, you can record your presentation on a video tape - even just on an audio tape can be helpful - so that you can see/hear what you have done well, and what could be improved.

## Summary Of How To End

That concludes the session.

Are there any questions?

- Repeat - the question asked

• Respond-

- How do you respond to a question you don't know the answer to.

Are there any final questions?

If there are no final questions then thank you for your time.

## What Is The Message?

Do not let  
the quality of the delivery  
detract from the  
veracity of the argument

25

**The Aim:** is to provide delegates with deeper understanding of how to convey a sense of competence if required to deliver or present information in an oral format to an audience

**Enabling Learning Objectives:**

By the end of this session you should now have an awareness of...

Identify the design features of a presentation

Discuss the structure of a PowerPoint

Apply techniques to elicit and respond to audience questions

Refer to a set of ideas and tools to improve presentation and delivery style.

To request a copy of the presentation please email:

[D.Reed@kent.ac.uk](mailto:D.Reed@kent.ac.uk)





# See And Be Seen

Any Questions?



## Further Information

SLAS:

<https://www.kent.ac.uk/learning/resources/study-guides.html?tab=workshop-materials>

YouTube SmartArt Tutorial:

<https://www.youtube.com/watch?v=V0xyOk6DC8c>

YouTube PowerPoint Tutorial this for 2010 but search YouTube and locate the tutorial relevant for your version of PowerPoint:

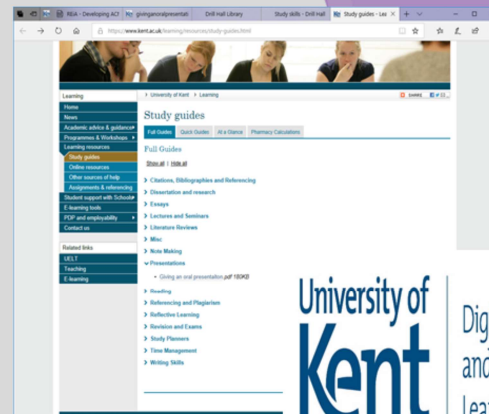


To cite this presentation:

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Or  
(Reed, 2021)

To reference this presentation:

Reed, D. (2021) Delivering your presentation. BSDHT Oral Health Conference Glasgow. 21<sup>st</sup> November 2021.



University of  
**Kent** Digital  
and Lifelong  
Learning (DaLL)



Any Final Question?

Thank you for your time and attention.


[D.Reed@kent.ac.uk](mailto:D.Reed@kent.ac.uk)

Linked In / Research Gate / Twitter

## What Do I Do With My Hands

### Quick Tips

- ▶ Open up the steeple - give the signal of confidence
- ▶ Palms up - to signal open and friendly approach
- ▶ Use hand to get people to agree by moving in time to your nodding head or drawing people to towards you
- ▶ Use cutting motion (down or across) to emphasis the points
- ▶ Or the pinched fingers to emphasis insight
- ▶ Hand on heart...what signal

PS. Stay inside your box...(square from shoulders to waist) 

Gesture to emphasis or reinforce the points you wish to make.

Hands to heart – sincerity

Fingers to count – emphasis the point.

This is why this is important

You are going to like this....

Stay in the box to avoid Jazz hands