

*SRHE Postgraduate Issues Network jointly with the SRHE
Newer Researchers Network*

Presentation Skills – An Introduction

Mini-lecture by Dr Martin Gough
Lecturer in Higher Education and Academic Practice
University of Kent
A.M.Gough@kent.ac.uk

You

Your body

Your voice

- Take time to compose yourself
- Breathe!
- Make eye contact, be welcoming
- Don't talk too quickly

Your talk

- What is the purpose or goal of your talk? – whom is it for?
- Write a clear aim, for yourself, then for the audience

Your talk

What is the structure?

The “sandwich” approach:

Beginning

Say what you are going to say

Middle

Say it

End

Say what you have said

- will there be questions from the audience (timing)?

Your talk

Introduction:

- Introduce yourself!
- Declare aim
- Give brief outline
- Highlight relevance
- Show enthusiasm

Your talk

Conclusion:

- Conclude! (as well as summarize)...
- ...as punchy a message as possible
- ...does it follow from what you have been saying?

Should you use presentation aids?

Pros:

Variety through visual dimension

Good for reference and orientation

Cons:

Danger of being used badly...

- visual distraction
- too many slides
- you get lost
- technology does not work (for you)
- you display too much text on slides
- text too small

Evaluation &

Questions?

- Treat your audience with respect
- Answer questions as directly as you can