

# Kent Academic Repository

## Full text document (pdf)

### Citation for published version

Gough, A.Martin (2008) Presentation Skills – An Introduction. In: Society for Research into Higher Education Postgraduate Issues & Newer Researchers Networks joint workshops “Presenting your Research”, 21 Oct.2008 & 2 June 2009, Institute of Physics, London. (Unpublished)

### DOI

### Link to record in KAR

<https://kar.kent.ac.uk/25275/>

### Document Version

UNSPECIFIED

#### Copyright & reuse

Content in the Kent Academic Repository is made available for research purposes. Unless otherwise stated all content is protected by copyright and in the absence of an open licence (eg Creative Commons), permissions for further reuse of content should be sought from the publisher, author or other copyright holder.

#### Versions of research

The version in the Kent Academic Repository may differ from the final published version.

Users are advised to check <http://kar.kent.ac.uk> for the status of the paper. **Users should always cite the published version of record.**

#### Enquiries

For any further enquiries regarding the licence status of this document, please contact:

[researchsupport@kent.ac.uk](mailto:researchsupport@kent.ac.uk)

If you believe this document infringes copyright then please contact the KAR admin team with the take-down information provided at <http://kar.kent.ac.uk/contact.html>

*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