Kent Academic Repository

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 (Unpublished)**

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