



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



Presentation Skills

Caroline Forsyth
Student Learning Development

E: student.learning@tcd.ie

W: student-learning.tcd.ie



Aims of the workshop

To understand how to:

- plan
- prepare
- practise
- present

effectively





“Presentation is the ‘Killer Skill’ we take into the real world. It’s almost an unfair advantage.”
Ethan Rasiel & Paul N. Friga, ‘The McKinsey Mind’

What makes a good presentation? Think of ones you've been to/watched.



What makes a poor presentation? Think of ones you've been to/watched.



Steps in Giving Presentation

1. Plan

2. Prepare

3. Practice

4. Present





1. Planning

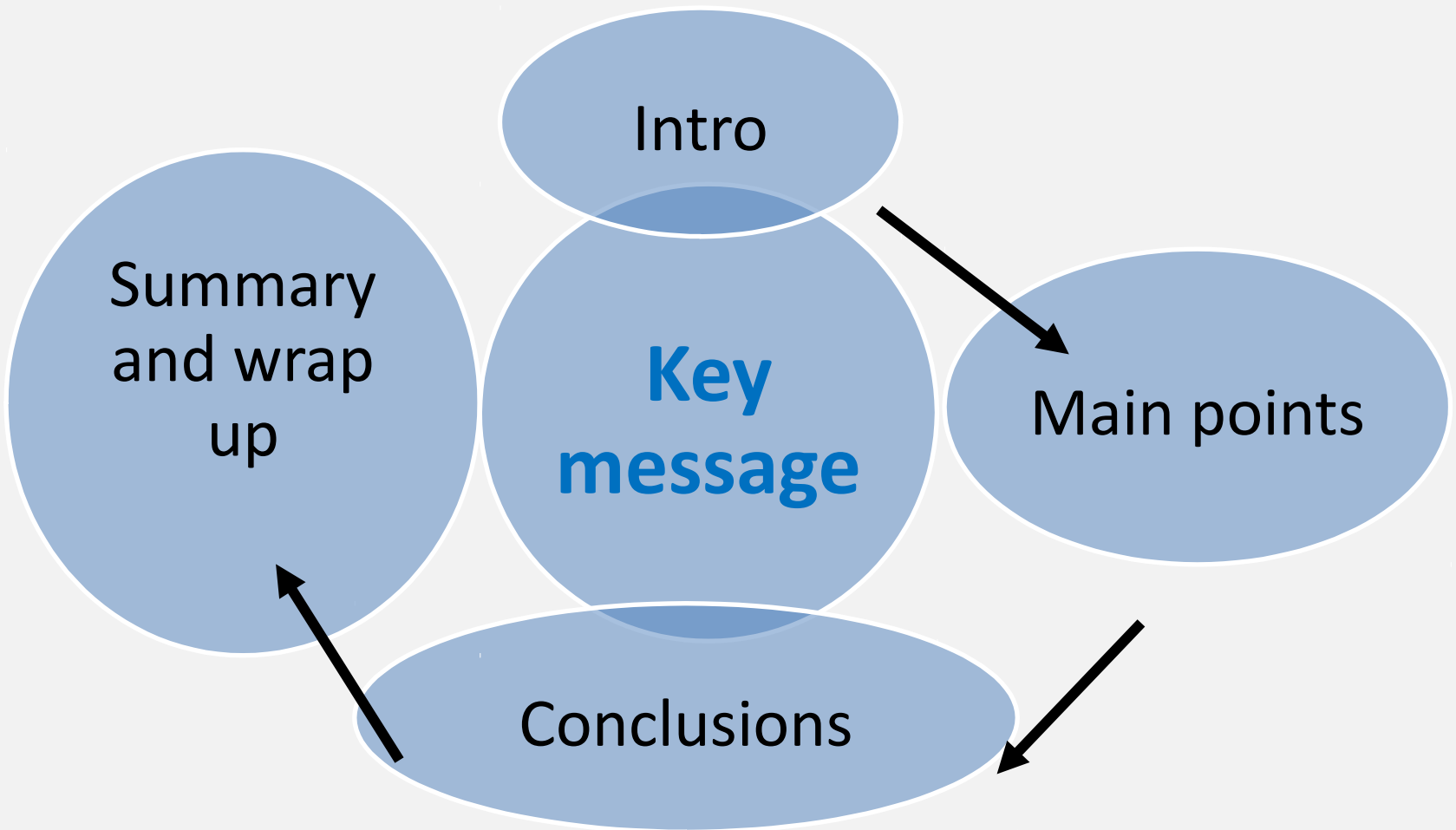
Ask yourself

- **Who** is your audience?
- **Why** are they there?
- What is your **goal**?
- How **long** will it be?
- **Where/how** will it take place?



Business Card Test





3 things

If your audience could remember only **three things** about your presentation, what would you want it to be?

(1) _____

(2) _____

(3) _____



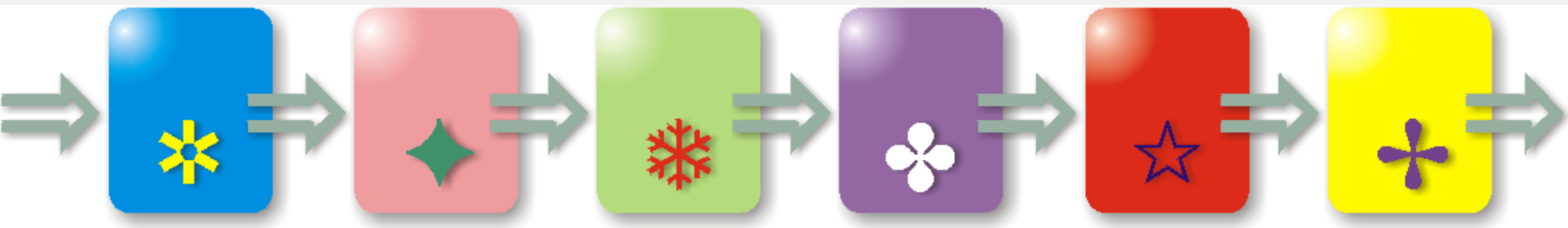
Start with your Outline

- **No Powerpoint initially**
- Pencil & Paper/computer
- Order your thoughts
- **Key points**
- What are you not discussing?



Structure

Have a sound, clear structure



Strong Start - Create interest

“We need to open gaps before we close them. Our tendency is to tell people the facts. First, though, they must realize that they need these facts.”

Dan & Chip Heath, Make it Stick



Video

Audience engagement

<https://www.youtube.com/watch?v=3ebmlZbJgcQ>



Research on Child Labour Laws

The legal age for paid employment today:
14 years – light, limited work, strict
regulations

What was the minimum age pre-industrial
revolution?



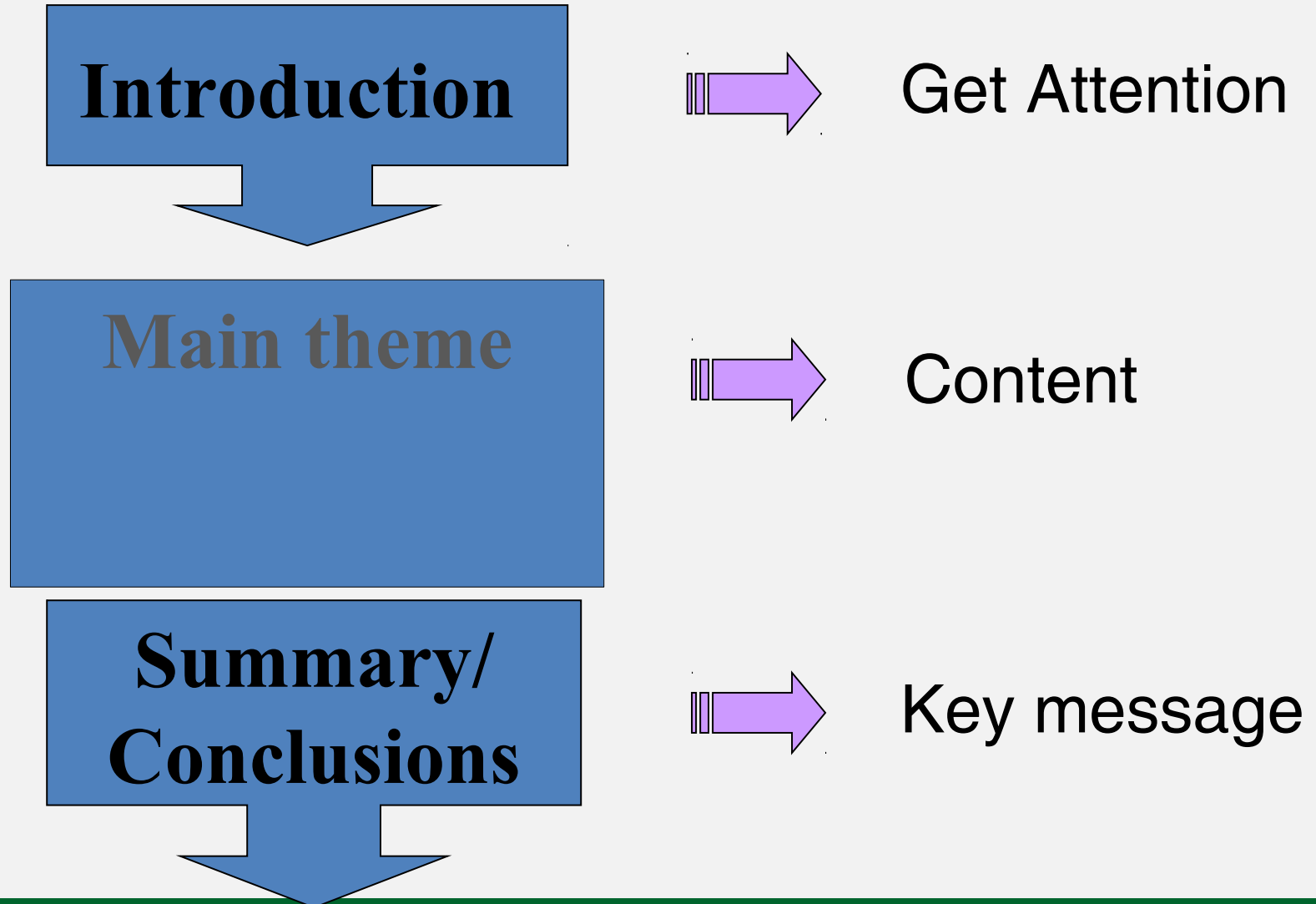
Pre-industrial revolution – workers' ages



<https://childlaborindustrialrevolutionn.weebly.com/age-distribution-wages-and-hours.html>



Structure





2. Preparation



Speaker's 3 friends

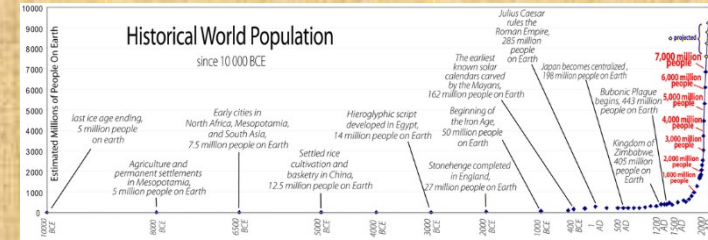
1. Personal Notes
2. Visuals – slides or other
3. Handouts/website/social media



Avoid!



Poor Powerpoint



This Photo by Unknown Author is licensed under [CC BY-SA-NC](https://creativecommons.org/licenses/by-sa/4.0/)

- The evils of Powerpoint are familiar to everyone, they include:
 - Too much text
 - Too small to read and is really only serving as a crutch for the presenter
 - Clip Art and Slide templates that have been seen a million times
 - Spinning, wooshing, dazzlings animations

Part of the problem with having so much text onscreen is that it puts off people. If the idea of your presentation is to read from the slides then we are you there? Besides people can read quicker than you can talk so they'll have finished reading your slide and be waiting for the next one, or even worse working on a masterpiece doodle.

Your presentation, Powerpoint or otherwise, should be a supporting aid – you want main the focus on you not your presentation. Ideally, you should be able to deliver an equally interesting presentation should the projector/computer/room/audience break.

Avoid too many bullets as well – it makes the information dull for the audience.



A few guidelines



Clean slides

30 font size

Clean Slides

Little text

Add image

Easy to follow



Information

1. Drip feed



Information

1. Drip feed

2. Most important information **Jumps Out**



Information

1. Drip feed

2. Most important information **Jumps Out**

3. Don't use sentences



Colour

Use colour well



High quality images



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Use images to **support** your points

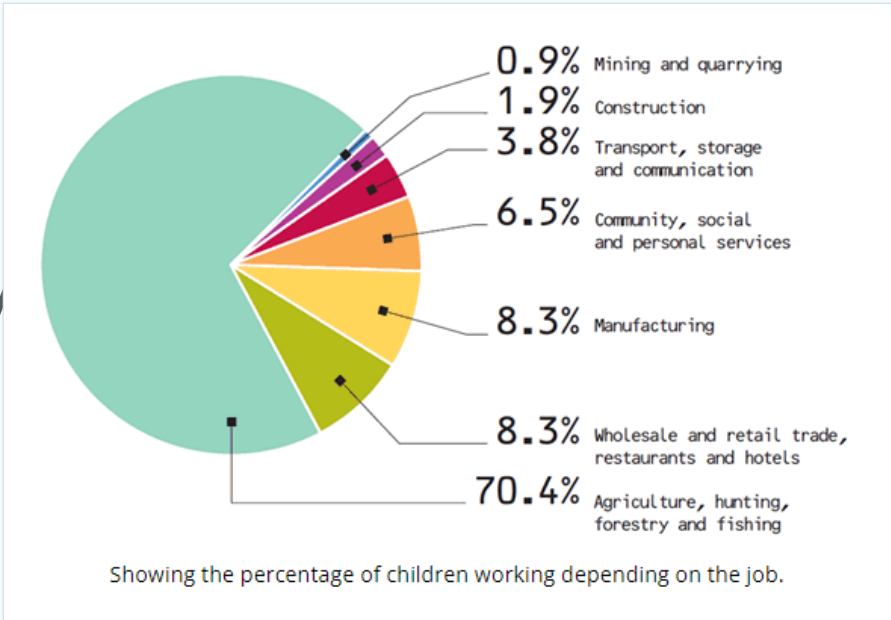
Use a consistent **theme**

<https://www.istockphoto.com/illustrations/history>



Graphs/figures

- Appropriate type
- Easy to follow –clearly labelled
- Use colour effectively



<https://childlaborindustrialrevolutionn.weebly.com/jobs-for-children-during-industrial-revolution.html>



Video - <https://www.youtube.com/watch?v=Hp7Id3Yb9XQ>

- Good powerpoint slides
- 8.50-12.20



How to make a point?




College attrition causes

“Overall, our findings provide a combined retention rate of 92.40 % for students who attended TCD. This is very close to the previous year’s rate of 92.45%. It should be noted that these results should be interpreted on a tentative basis as it is clear that a number of other outside factors impact on a student’s ability to sustain and progress in their chosen area of study at third level.”

- 16,000+ students come to Trinity every year
- There are 3 Faculties
- Morgan 2001 A study of non-completion in undergraduate University courses
- The average non-completion rate across Irish Universities is 16.8%
- Improve all students chances of achieving their maximum potential
- Connect with students – building relationships, departmental receptions
- 51% of college students leave college because of lack of effective supports



A photograph of four college students sitting on the grass outdoors, engaged in conversation. The students are dressed in casual attire, and the background shows trees and a building, suggesting a campus setting. The image is partially obscured by a dark gradient on the right side where the text is located.

51% leave college
because of
lack of effective
supports

A photograph of four young adults (three men and one woman) sitting on a grassy lawn in a circle, engaged in conversation. They are outdoors, with trees and a building visible in the background. The image is partially obscured by a dark gradient on the right side.

51%

Video - <https://www.youtube.com/watch?v=Hp7Id3Yb9XQ>

- Summary of good presentation
- 38.33



Steve Jobs Examples

Visuals

<http://www.youtube.com/watch?v=YKVYscOL154>

Transitions

<http://www.youtube.com/watch?v=fXyWeF3v0P4>

Rehearse

<http://www.youtube.com/watch?v=3x0Od7E>

[Eppw](#)





3. Practise



The more you practice the:

- better you feel

- more you want to do



Practice

- Standing up
- In front of a mirror
- Out loud
- Time yourself
- Video yourself
- Review
- Redo, redo, redo...



Feeling Nervous?

- Lack of **experience**
- Lack of **preparation**
- Lack of **enthusiasm**
- Negative self-talk



Becoming Confident

- Be over-prepared
- Rehearse and practice
- Know your subject
- Use relaxation techniques
- Be positive +++
- Avoid stressors



It's not about you

Focus on **your goal**

- what you are going to say

Audience

- Make them comfortable
- Interesting





4. Presenting



Research Presentations

https://www.youtube.com/watch?v=_uNCp82wrxM

<https://www.youtube.com/watch?v=nSGqp4-bZQY> (from 3.40)

https://www.youtube.com/watch?v=_uNCp82wrxM

<https://www.youtube.com/watch?v=t3W-k4Y>



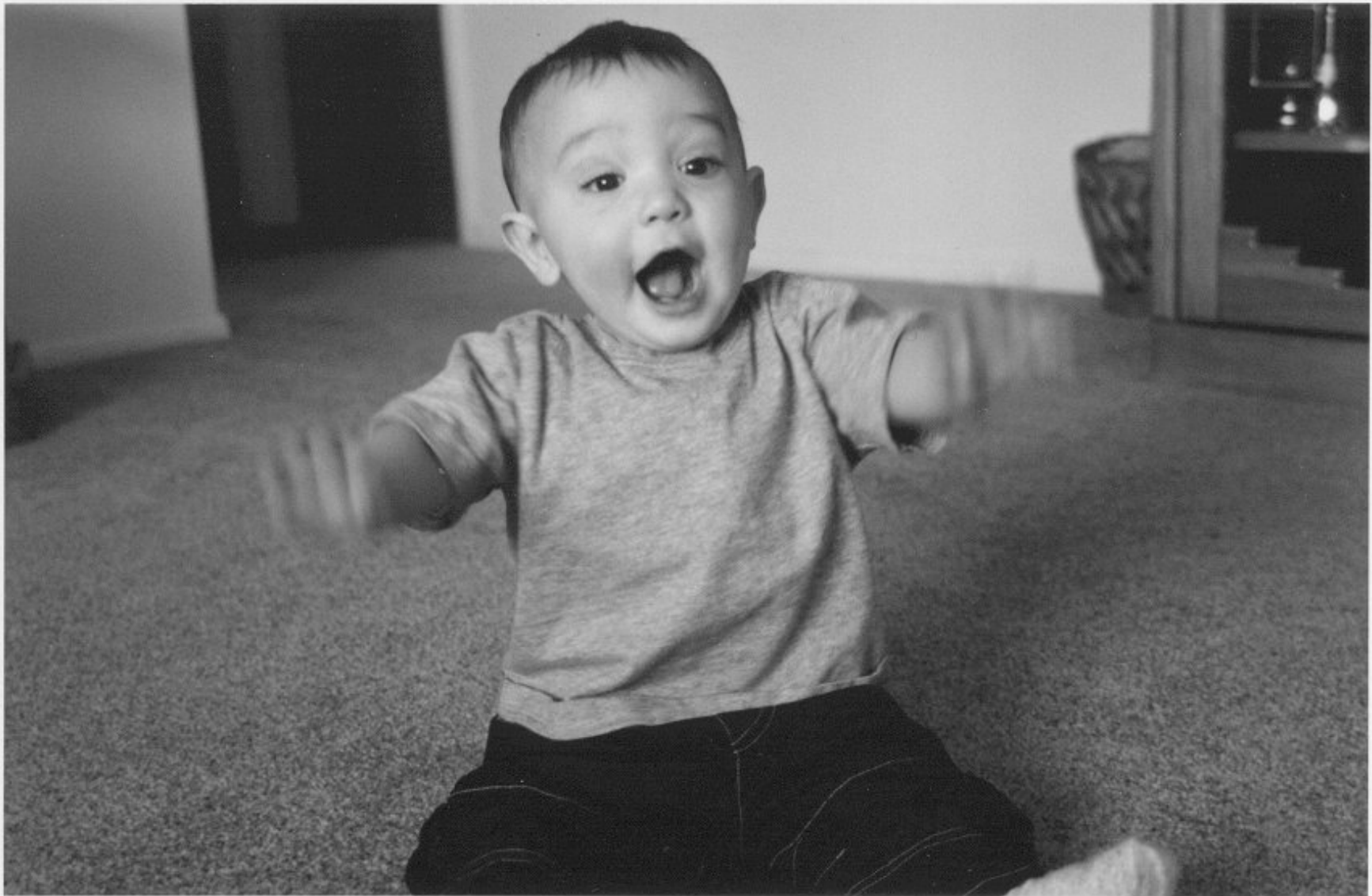


The most powerful visual aid is YOU!

- Words
- Voice – very important
- Body language – power stance

Make a strong start





Show your passion





Eye contact



Smile!



Dealing with Questions

Think of how you handle each of the following:

1. Good questions.
2. Difficult questions
3. Irrelevant questions

Is there anything you don't want to be asked?



Dealing with Questions

TRACT technique

- 1. Thank** the questioner
- 2. Repeat** the question
- 3. Answer** the question
- 4. Check** with the questioner if they are satisfied
- 5. Thank** them again



Think of presentations you have given.

What do you think you did well?

What do you think you could improve?

What can you do to improve?



Remember the 4Ps of Presenting!

1. Plan

2. Prepare

3. Practise

4. Present



Resources

- https://student-learning.tcd.ie/learning_to_learn_online/
- <https://www.americanexpress.com/en-us/business/trends-and-insights/articles/how-to-give-an-effective-online-presentation-from-home/>
- <https://visme.co/blog/engage-audience-online-presentation/>
- <https://www.scienceofpeople.com/online-pr>

