

GIVING A CLASS PRESENTATION

Explanation:

The ability to give good presentations is a learned skill and one that is called on frequently in the workplace. Presentations are brief discussions of a focused topic delivered to a group of listeners in order to impart knowledge or to stimulate discussion. They are similar to short papers with an introduction, main body and conclusion.

The key to successful presentations involves careful preparation:

- know your topic very well: research as much as you can
- pitch your presentation in light of the background knowledge of the audience (shared theory, different work experience etc)
- prepare an outline of the topic
- use visual aids thoughtfully
- practice your timing
- engage with the audience

Learning activity:

Presentation Pitfall: how many errors can you find?

<http://www.youtube.com/watch?v=wXILI9Q1jIw>

Use this checklist of 'presentation fails' and check them off as you watch this YouTube video.

1. Little or no preparation: relying on your talent and ability to 'wing it' on the day.
2. Failure to identify the purpose of your presentation and the key points you want your audience to understand.
3. Use your slides as your presentation notes or auto cue.
4. Have slides too full of text and bullet points.
5. Dress inappropriately for your audience.
6. Apologise to your audience at the start for being nervous or boring or telling them that this is the first time you have done this presentation.
7. Talking far too quickly.
8. Talking far too loudly thinking it will energise the room.
9. Reading directly from your slides.
10. Use lots of jargon and acronyms.
11. Turn your back on your audience and speak to the screen.
12. Pacing from side to side, like a caged tiger, for the whole presentation.
13. Standing in one spot, but swaying either side to side, or front to back, pendulum style.
14. Rattle loose change in keys in your pockets (especially guys - this looks bad)
15. Over run your allotted time.
16. Use exaggerated gestures to emphasize a point.
17. Stare at your notes avoiding eye contact with your audience
18. Stare at someone in the audience you know, or who appears to be liking what you are presenting.
19. Fail to smile once during the entire presentation.

Other resources:

Oral presentations for seminars and tutorials

The Learning Center, UNSW

<https://student.unsw.edu.au/tutorials-and-seminar-presentations>

Designing a presentation

Lynda.com (students can access this via UOW Library, but will need to register)

<http://www.lynda.com/Keynote-tutorials/Designing-Presentation/124082-2.html?srchtrk=index:1%0Alinktypeid:2%0Aq:class%2Bpresentation%0Apage:1%0As:relevance%0Aasa:true%0Aproducttypeid:2>

Sample seminar presentation

Language and Learning Online, Monash University

<http://www.monash.edu.au/lis/llonline/speaking/presentations/index.xml>

Giving an oral presentation

Academic Skills Center, University of Canberra

<http://www.canberra.edu.au/studyskills/learning/oral>

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