



## Presentation Skills

### Session Aims

Oral presentations are a common part of university study and can often be extremely stressful and nerve racking, especially for new students. This session aims to give your mentees some practice in preparing and presenting information to others as well as giving them a forum to express concerns and share tips.

### You will need:

To refer to your mentees' course handbook and choose one topic/theory for each of your mentees to present to the group



### Activity

- Give each of your mentees a small topic/theory/concept, recently covered in their course, to present to the group
- Ask your mentees to prepare a brief presentation on the topic (*10-15 minutes*)
- Each mentee to present topic to the group (*5 minutes each*)
- Group discussion/ feedback. The group could discuss how they found the presentation:
  - What they felt worked or didn't work in their presentations.
  - If you think they are brave enough they could feedback on each other's presentation skills – body language, clarity of voice, eye contact etc.

*(10 – 15 minutes)*

### Session Timings



**1 Hour**  
*(Timings are approximate)*

### Useful Resources

For tips on presentation skills see 'Presentation Skills for First Years' at <http://www.ucl.ac.uk/transition/study-skills-resources>

Advice and tips are also available on the Moodle Study Skills course

# Presenting Tips



## Preparation

- Consider what your core message is and what key points you want to make.
- Write each point you would like to make on a different post-it note and then use these to plan the structure of your presentation.
- Stick to your core message and timings. Do not try and answer a different question, only the one that has been asked of you.
- Learn your opening sentence/introduction. You will feel more relaxed when this part is over.

## Structure

- Have three parts: Opening (what you are going to tell them); Main Content (tell them); Closing (tell them what you have told them).
- In the Introduction: Define key terms, give general overview and provide a tentative conclusion.
- Main Content: 2 options:

The Sandwich Method: present one important point, illustrate it, draw a conclusion, then present the second point in the same way etc.

The Pile Method: present all your important points one after the other, illustrate, draw conclusion which is not identical to the final conclusion.

- The Conclusion: Give a brief summary of your main points, mention issues you could not discuss, ask questions the audience could think about, allow for Q&A – anticipate questions and prepare answers.

## Delivery

- Speak to your audience, not to your notes or slides (never read from a script).
- Diction – pronounce and enunciate words clearly.
- Avoid clichés and slang.
- Project your voice without shouting.
- It's not a race – take a deep breath and slow down if you find you are talking too quickly.

## Dealing with nerves

- Breathe! If you feel nervous remember to take a few deep breaths.
- Smile, eye contact and enthusiasm make all the difference. Even if you don't feel confident, fake it!
- Be prepared. Know your material well.
- Keep a glass of water close by and take a sip if you need a moment to think or calm yourself.