PAL Session 1

Presentation Skills
Agenda

- Peer Assisted Learning
- How to make presentations
- Next PAL session
Peer Assisted Learning

- Peer Assisted Learning is a scheme that promotes cross-year support between students on the same course.
- What PAL is not:
  - Teaching of a subject by other students.
  - Targeted at weak students.
  - A way to reduce student-tutors contact time.
Maintaining Control is the Key

- Audience
- Material
- Resources
- Yourselves
Stick to the Rules and Your Topic

- What is your core message?
- Develop content and structure
- Stick to the timing
- Do not answer some different question - only the one that has been asked of you
Tell the Story – 3 Parts

- Opening – tell them what you are going to tell them
- Main content – tell them
- Closing – tell them what you told them
Introduction

- Define key terms
- Give general overview
- Provide a tentative conclusion

“Say something at the outset that will make them sit up and listen to you – because you are saying something interesting and you have an interesting way of saying it.”
Main Part

- 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 another
  - illustrate
  - draw conclusion which is not identical to the final conclusion
Conclusion

- Give a brief summary of your main points
- Mention issues you could not discuss
- Ask questions the audience should think about
- Allow for Q&A – anticipate questions and prepare answers
Speaking Characteristics

- Volume – use vocal variety
- Clichés – avoid overly familiar phrases
- Diction – pronounce and enunciate words
- Slang – never a good idea
- Humour – carefully used and neutral
- Acronyms – useful if familiar to the audience
- Don’t speak to your notes or the slides
It’s All In How You Say It...

- It’s not a race
- Project your voice without shouting
- Use conversational approach
- Be precise, use your words effectively
- Address everyone, not just the friendly faces
Body Language Dos

- Smile!
- Show enthusiasm
- Eye contact across whole audience
- Relaxed posture
- Head up
- Facing audience
- Arms hanging comfortably
- Open gestures
Body Language Don’ts

- Hands covering face
- Clenched jaws or fists
- Feet set wide apart
- Hands on hips
- Stern/sullen expression
- Jabbing or pointing gestures
- Tapping, swinging limbs, jingling pockets
Managing Nerves

- Be prepared, know your material well
- Know your opening
- Relax upper muscles before you start
- Use pauses for deep breathing
- Control your hands – keep them in the imaginary box
- Look for a couple of friendly faces
Distracting Habits

- Saying ‘um’ and ‘err’ between words and sentences
- Repeating words and phrases – ‘actually’, ‘obviously’, ‘as I said’, ‘ok’
- Physical – some hand movements, scratching, swaying
- Nervous gestures – unnecessary laughing, exaggerations
Responding to Questions

- Don’t let your audience take over
- Anticipate
- Be well prepared
- Give yourself time to think:
  - I’m glad you asked...
  - That’s a great question...
- Keep eye contact with questioner
- Answer the whole group
PowerPoint

- Less is more
- No more than 7 lines per slide and 7 words per line
- Pictures should have a purpose
- No animation
- Keep it clear
- Use simple fonts (e.g. Arial), 24-72 pt
Next PAL Session