DEVELOPING & DELIVERING PRESENTATIONS

ANU Library Academic Skills

Australian National University

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The recording will be made available to participants enrolled in this workshop via email after the session.

Participants may ask questions and make comments using chat.

If you do not wish for your question or comment to be recorded, please contact academicskills@anu.edu.au after the session.
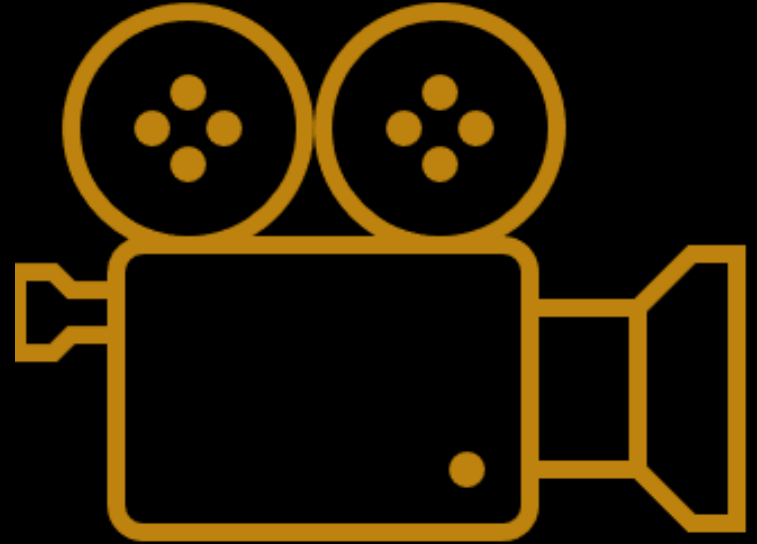
Outline

Presentation vs Speech

Keys to a successful presentation

1. Clear key message
2. Logical structure
3. Good visual aids
4. Preparation and practice

An unclear key message

I will discuss emerging fields of research and look at whether or not they can be predicted.

- Broad
- Doesn't indicate outcome/findings

A slightly clearer key message

This research investigates ways to predict emerging fields of research.

- Clearer aims
- Still doesn't indicate outcome/findings

A clear key message

This thesis produces a novel method for predicting emerging fields of research. This novel method uses X and Y data combined with an adapted Bayesian algorithm to accurately predict new areas of scholarly investigation.

- Clear aim
- Explicitly states outcome/findings

What's your key message?

Consider	Key message	Write
• What message do you want your audience to take away?	• Come up with an "in a nutshell" statement	

Structuring your presentation

Scope

- What information is needed to support your key message?

- Time limit?

Audience

- Who?

- What do they want to know?

- What will they understand?

- What information does audience need to follow your key message?

Introduction

- Context/background/hook
- Debate/problem/question
- **Key message**
- Signposting

Body

Structured according to your key message e.g.:
- Point 1
- Point 2
- Point 3

Conclusion

- Bring together all the main points
- Restate your key message
- Implication or so what?

Time limit = word count

100 words per minute

Visual Aids

What kinds of slide design do you admire? Why?

What slide designs did you not like? Why?

Simple visual aids should visually support your spoken message
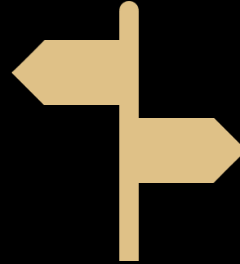
Avoiding design pitfalls

- Headings
- Bullets
- Images
- Charts / graphs / tables

Headings

State / support key message

Signpost your structure

Bullets

Pros

- Boosts presenter's confidence
- Outline – presenter and audience

Cons

- Potentially boring
- Over-reliance on bullets
- Too much text is overwhelming

How to do well

- Identify main message
- Use as few words as possible
- Support key message – don't just repeat
- Smart Art + animations

Images

Pros
- Adds appeal and emotion
- More memorable
- Reinforces key message

Cons
- Finding appropriate images
- Poor quality
- More preparation required

How to do well
- Only include key message
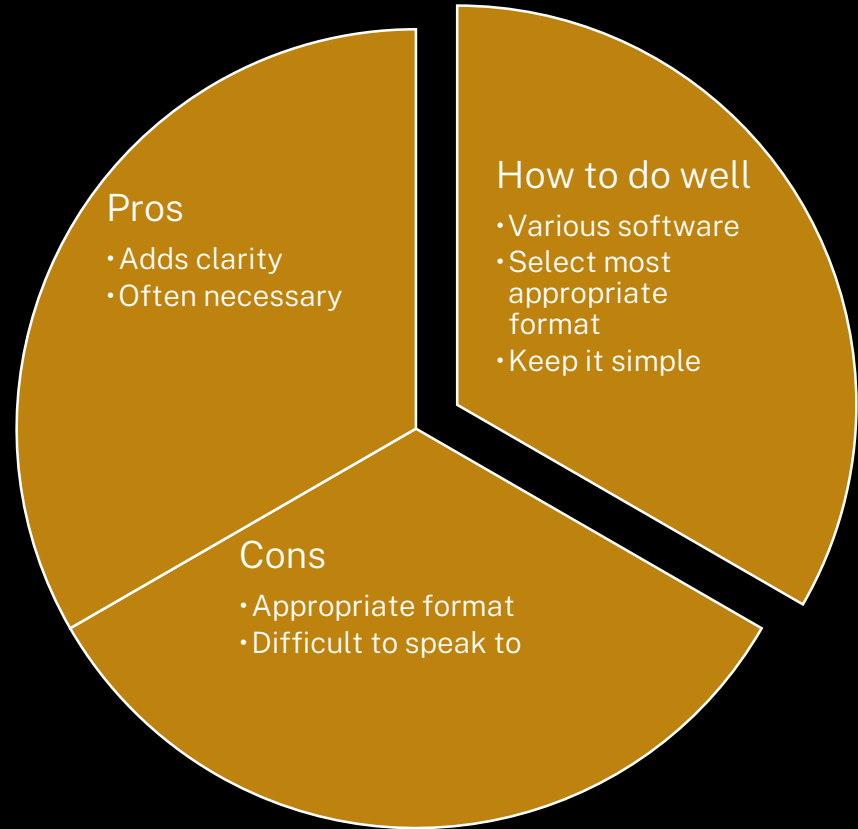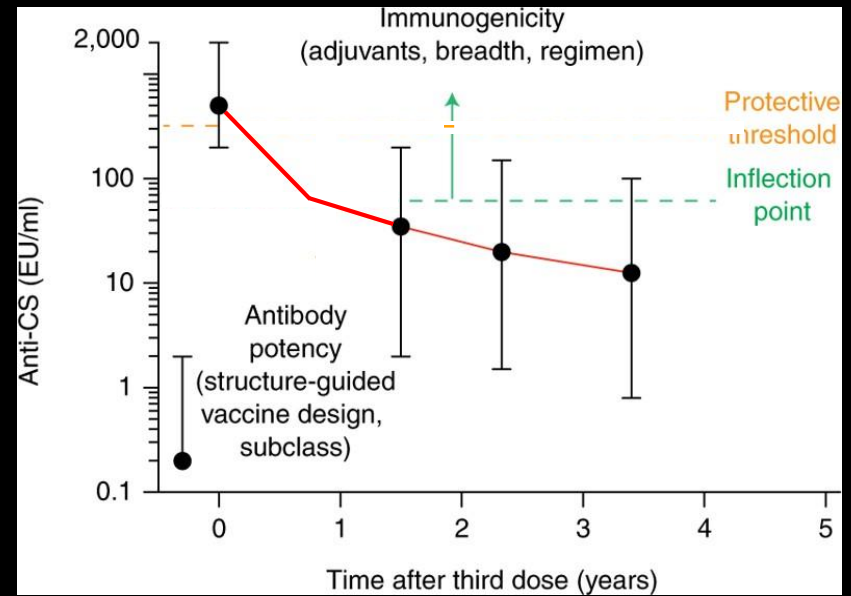- Find images that match
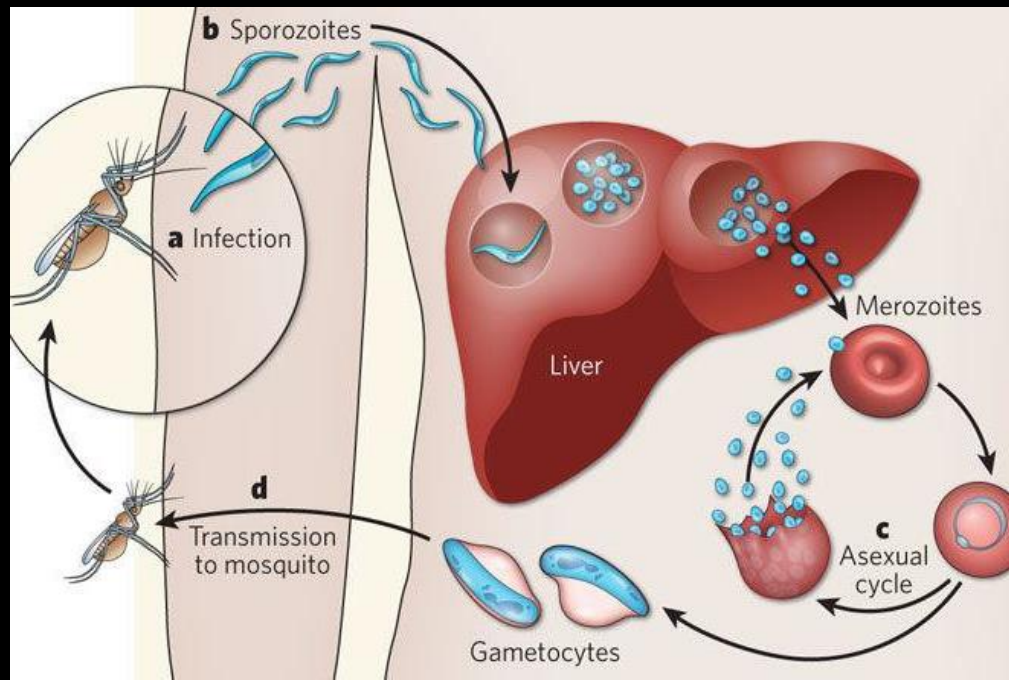- High quality images

Finding good images

- Google images
  - Use tools to filter

- Flickr, Pexels, Morguefile, Stock images, Unsplash, Canva

- Take your own!
  - Use high quality with good contast

- Take care with attribution and licensing
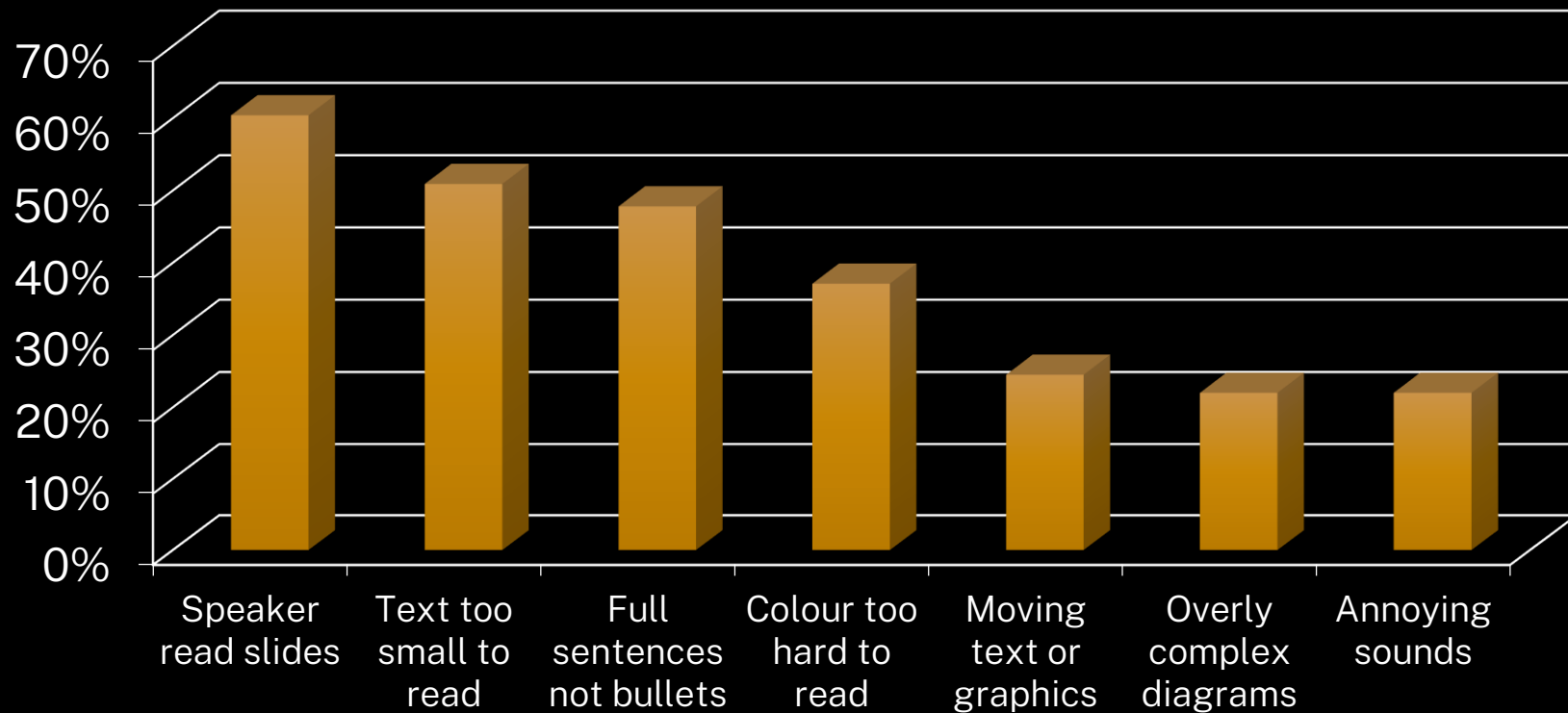
Charts, graphs, diagrams

Pros
- Adds clarity
- Often necessary

How to do well
- Various software
- Select most appropriate format
- Keep it simple

Cons
- Appropriate format
- Difficult to speak to

Things that annoy the audience

Category	Percentage
Speaker read slides	~61%
Text too small to read	~51%
Full sentences not bullets	~49%
Colour too hard to read	~38%
Moving text or graphics	~25%
Overly complex diagrams	~22%
Annoying sounds	~22%

Message retention after 3 days

10%

50%

Bullet points

Visual slides
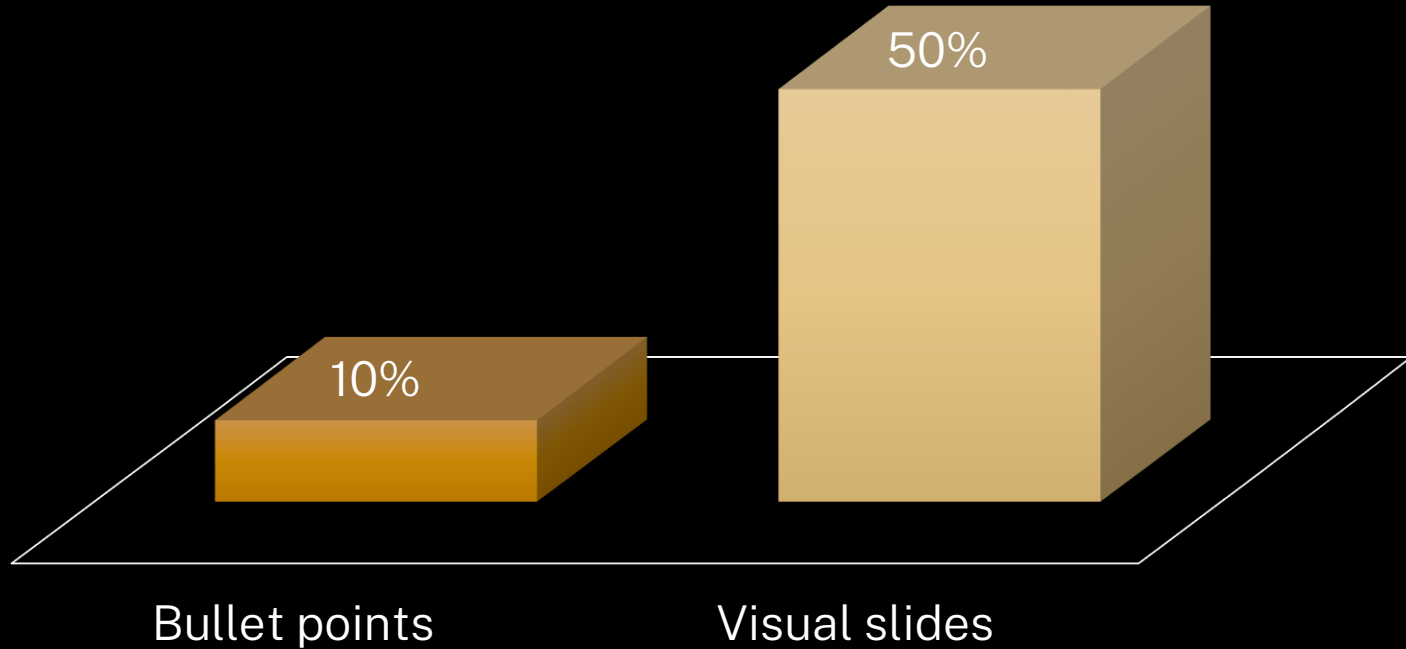
DELIVERY

Delivery

What is challenging about delivering presentations?

Sound natural and knowledgeable

Avoid scripting – know your content

- Use slides as cue cards

Be passionate – tone and interest

- Make eye contact

Adopt a professional but relaxed demeanour

- Use spoken language

- Anticipate interruptions

Handling questions

- Plan for question time

- Tell audience when/how you will take questions

- Don't be afraid to get back to people

- It's fine to answer with "I don't know"

Your turn

Present your key message to a colleague

Individual consults to support your academic writing and research skills

ANU LIBRARY ACADEMIC SKILLS

LEARNING ADVISERS

- 45 minute booked consults for research and coursework students
- Face-to-face, online via Zoom, or written feedback
- Available throughout the year

WRITING COACHES

- 30 minute booked consults for coursework students
- Face-to-face, online via Zoom, or written feedback
- Available during semester

PEER WRITERS

- Receive academic advice from a fellow student
- 10-15 minute drop-ins
- At Chifley Library or online via Zoom
- Available Mon-Fri during semester 12-3pm

DIGITAL LITERACY TRAINERS

- Receive support for your thesis formatting, EndNote and subject-specialist research
- 30 or 60 minute booked consults on Zoom
- Available throughout the year

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THANK YOU

Contact Us

ANU Library Academic Skills

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