

EFFECTIVE PRESENTATIONS

ANU Academic Skills



Australian
National
University



Australian
National
University

We acknowledge and celebrate the First Australians on whose traditional lands we meet today, the Ngunnawal and Ngambri peoples, and pay our respect to elders past and present.

We acknowledge and respect their continuing culture and the contribution they make to this city and the ANU.

Question: What's the most important thing to consider when giving a presentation?

AI generated picture of question mark

The key to a successful presentation is a clear **key message**, with a logical structure and good **visual aids**.

Preparation and practice are also key to a professional and stress-free **delivery**.

Note: Image generated by Microsoft Copilot from the prompt 'Create an image that represents the idea of addressing the specific cues in the question. The theme of the image should be university study.'



Different kinds of presentations and different audiences

- Group presentation / leading a tutorial
- Presentation based on a written assessment
- Conference presentation
- Proposal presentation



Note: Image generated by Microsoft Copilot from the prompt 'Create a realistic image of a middle-aged woman giving a presentation in a board room.'



AI generated image of a woman giving a presentation.

AI generated image of a man giving a speech.



Presentation vs speech

Note: Image generated by Microsoft Copilot from the prompt 'Create an image of a keynote speaker delivering a speech from a podium.'

When preparing your presentations...

Ask yourself:

- What's the scope?
- How much time?
- What's the purpose?
- Who's the audience?



AI generated image of student.

Note: Image generated by Microsoft Copilot from the prompt 'Create a watercolor drawing of a female university student.'

Know your audience

- What do they want to know?
- What will they understand?
- What would make it easy for them to understand and follow your argument?



Note: Image generated by Microsoft Copilot from the prompt 'Create an image that looks like a picture of a young woman thinking about her presentation.'



AI generated image of a key.

Note: Image generated by Microsoft Copilot from the prompt
'Create a beautiful image of a key.'

What's a key message?

- “in a nutshell” statement, the “take-home message”
- Your overall answer to the question
- Your argument
- The main thing you want your audience to remember / be convinced of
- What is significant or important or meaningful about your research

What's your key message?

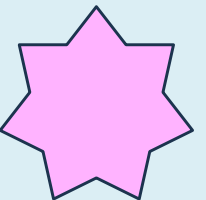
AI generated image of a key

Note: Image generated by Microsoft Copilot from the prompt 'Create a beautiful image that goes with the theme 'what's your key message?'



Your key message determines

- How you will structure your presentation
- What information to include and leave out
- Be concise and precise!



STRUCTURE



Introduction

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

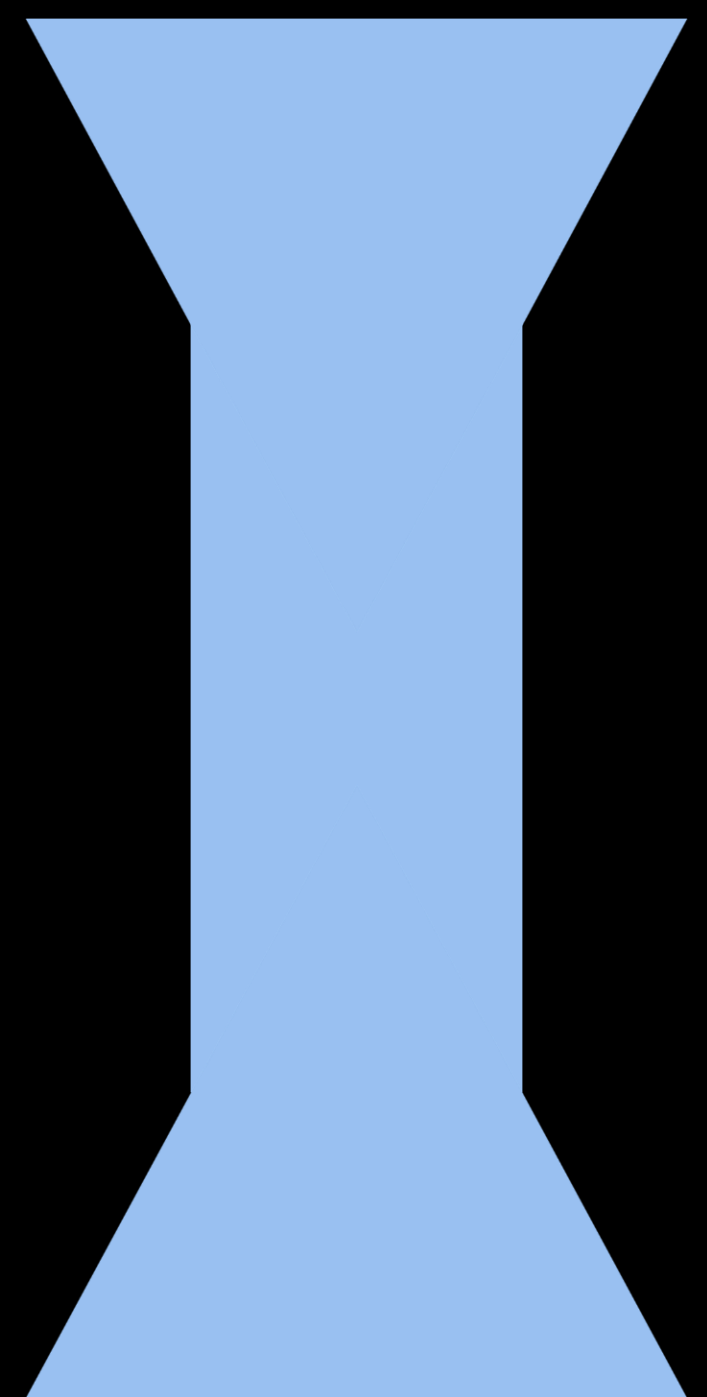
Body

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?



AI generated image of a student.



Note: Image created by Microsoft Copilot from the prompt 'Create an image of a student thinking about their presentation.'

What to include?

- What do you need to do in order to explain your argument/key message?
- How many steps will this take?
- How many points could you make in the time that you have?
- Which points are the macro (major/main) ideas and which are in support of those ideas (the details)?

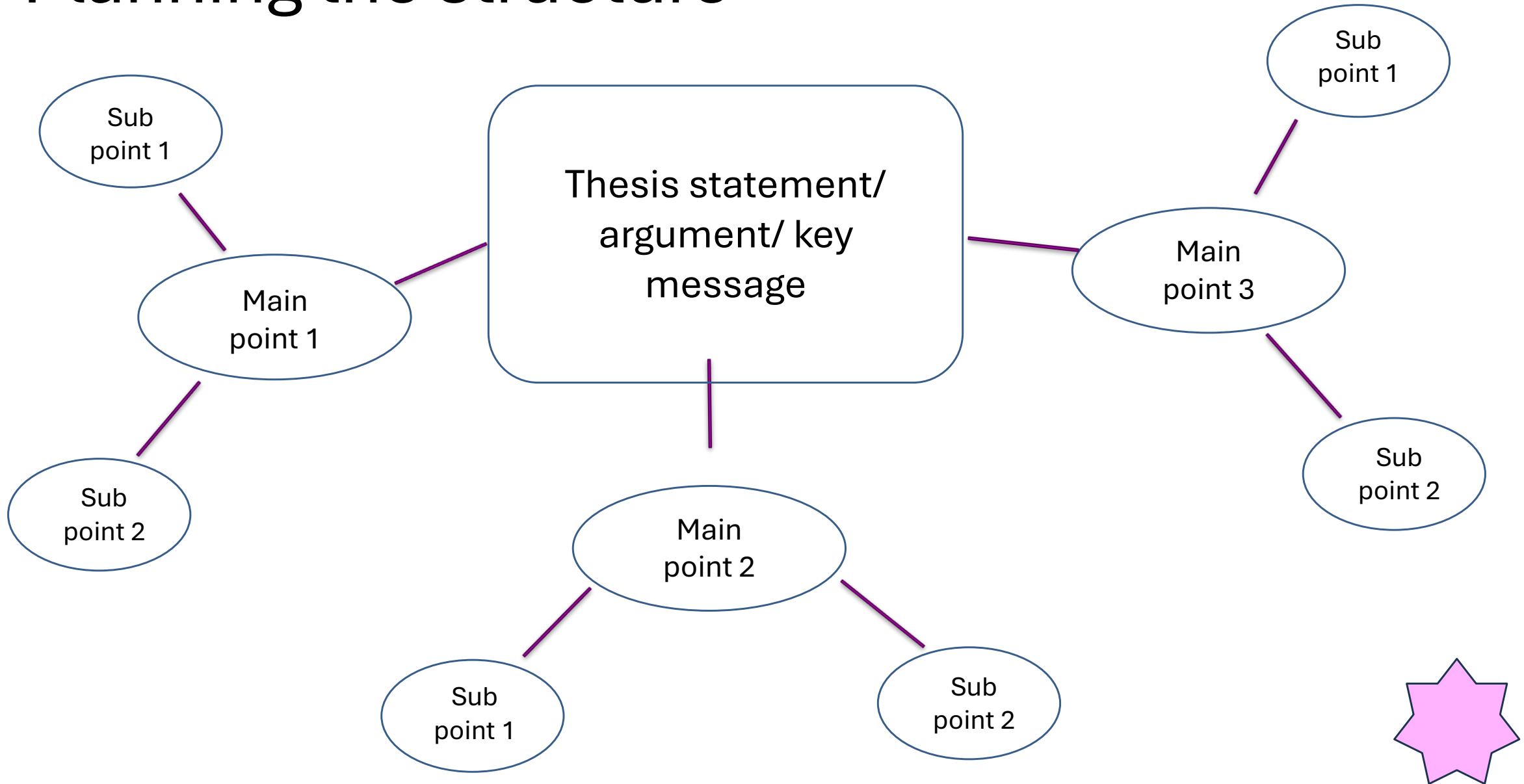
		Is there a place for programs such as the Koori Court in the Australian legal system? Should there be courts for other groups in our society as well?
Introduction	State purpose or key message	There is a place for the Koori Court and other specialist courts like it.
Body	Main Point 1	Indigenous Australians are the most disadvantaged group and there is an urgent need to address this imbalance.
	Main Point 2	Other specialist courts already exist and do not undermine the justice system.
	Main Point 3	The Koori Court of Victoria has limitations but provides better outcomes for offenders.
	Main Point 4	Extending the Koori Court model can improve justice for all Australians.
Conclusion	Reinforce key message Implications, so what?	<p>The Koori Court has created real benefits for Aboriginal people without undermining any legal principles.</p> <p>The case of the Koori Court shows how the Australian legal system has the potential to deliver better outcomes for minority and disadvantaged groups, providing benefit to all of society.</p>

		Should Australia join ASEAN?
Introduction	State purpose or key message	While ASEAN’s role and diplomatic relevance within Southeast Asia has been revered, I argue against the membership of Australia within the regional organisation.
Body	Main Point 1	ASEAN’s diplomatic relevance and role in today’s security architecture is diminishing.
	Main Point 2	Normative and institutional differences between Australia and ASEAN.
	Main Point 3	While ASEAN and Australia’s relationship has been substantiated, there exists a deficit in trust between some ASEAN Member States and Australia.
Conclusion	Reinforce key message Implications, so what?	Maintenance of Australia as a Dialogue Partner, rather than member of ASEAN could help uphold status quo.

Section	Item	Content
Introduction	State purpose or key message	
Body	Main point 1	
	Main point 2	
	Main point 3	
	Main point 4	
Conclusion	Reiterate purpose and demonstrate how it was met	

Template available on our website. Google “ANU Presentations”

Planning the structure



VISUAL AIDS





What kinds of slide design have you seen that you really admired? Why?

What slide designs have you seen that you didn't like? Why?

AI generated image of a thumbs up.

Note: Image generated by Microsoft Copilot from the prompt 'Create an abstract image that evokes the sense of approval and admiration.'

Common problems with slide design

- Too much text
- Poor quality images
- No charts / graphs / tables
- Inconsistent / sloppy design



Note: Image generated by Microsoft Copilot using the prompt 'Create a stylish image the evokes the idea of 'common problems with slide design.'

Caveat

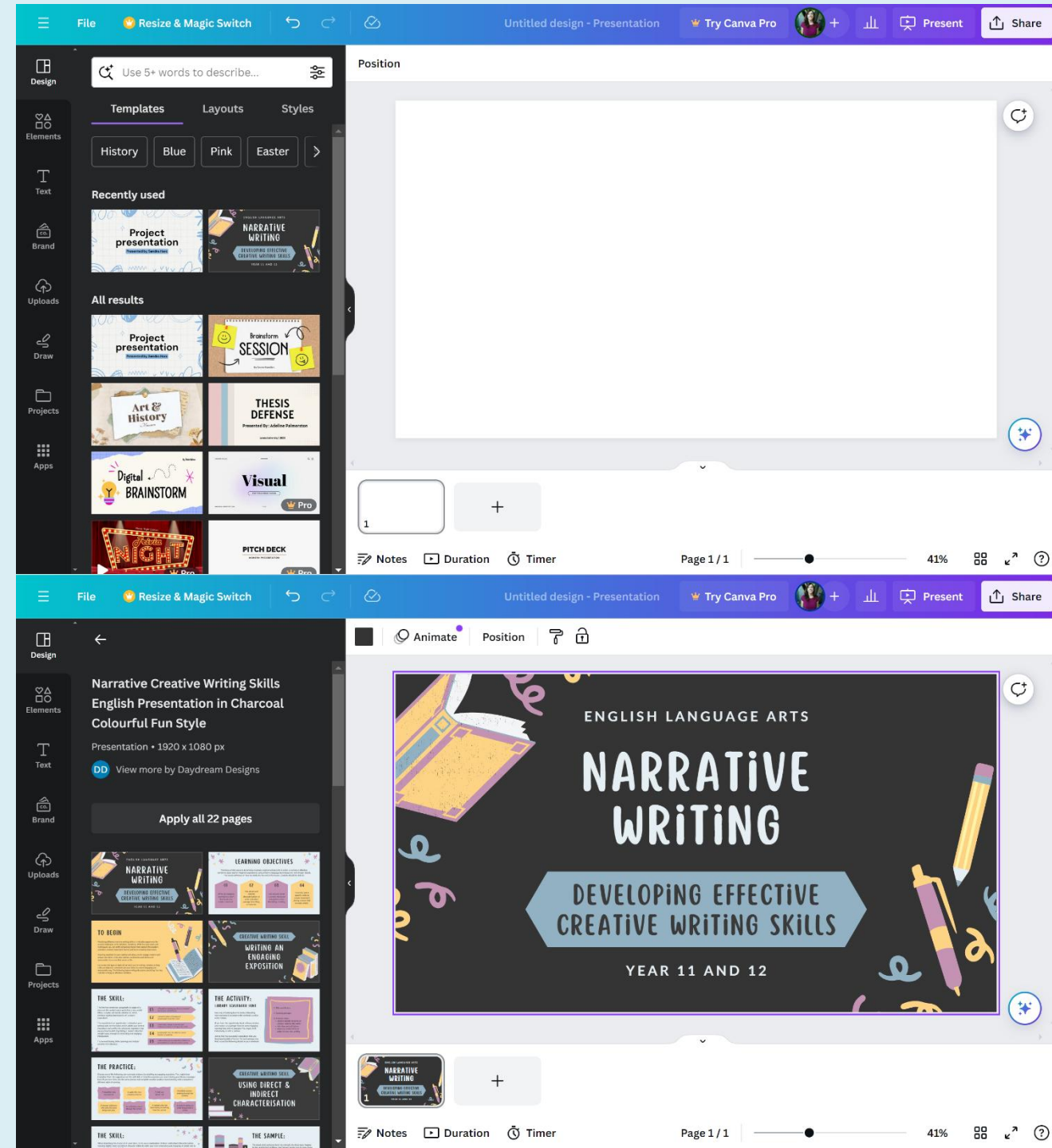
- You may know many or some of these tools or none of them.
- Aim to gain some takeaways (and try not to be overwhelmed)!

IDEAS TO CREATE YOUR VISUAL DESIGN




Canva

- Has anyone used Canva before?
- What are the pros and cons?



CANVA EXEMPLAR



A photograph of four women in a tea field, wearing traditional conical hats. They are surrounded by lush green tea plants. The image is used as a background for a text overlay.

Despite the sophistication of scholarly understanding of gender and inequality, why is it still difficult to fully address feminist issues in development projects and programs?

Table Of Content

Content List

01.

Introduction

03.

Why do they exist?

05.

Conclusion

02.

What are the issues?

04.

How are they being
addressed?

06.

Referencing



Understanding feminism and issues

01

Feminism

'a movement to end sexism, sexist exploitation, and oppression' (Hooks, 2000, p. 1)

02

Gender equality

equal treatment of men and women (Global Development Research Center, 2022)

03

Gender equity

considers the differences and barriers in men and women's lives, and vast approaches towards attaining equitable results (Global Development Research Center, 2022)



domestic violence child-care leave
women sexual harassment equity
reproductive health eating disorders finance
gender **Feminist issues** security
gender-pay gap honor crimes discrimination
rights education girls equality
race class voice culture inclusion
equal opportunities prejudice





Statement

Point of view



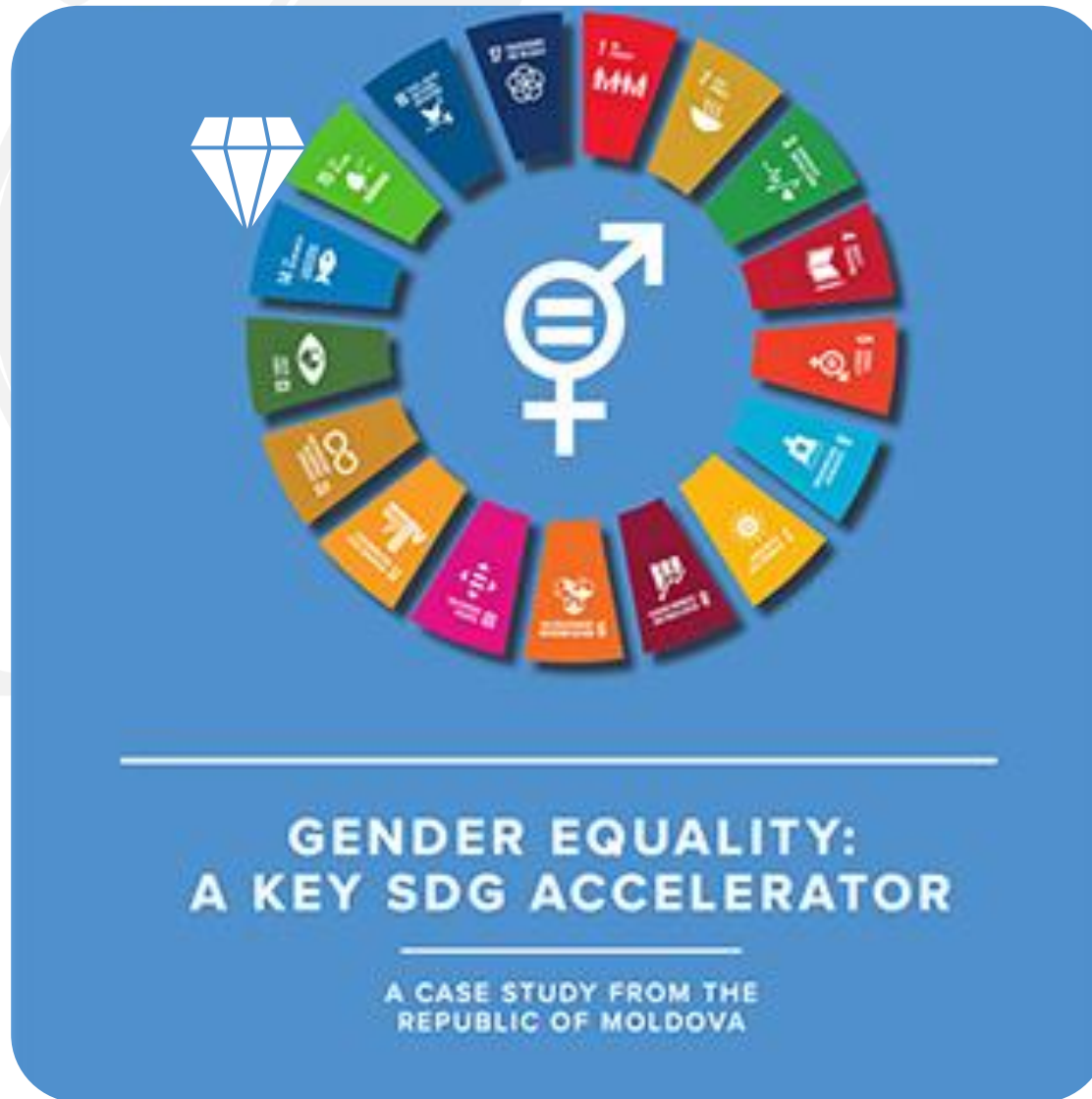
Argument

No matter what development project and program is, negative impacts on women are inevitable and difficult to address



Because

Changing mindsets in a traditionally led patriarchal and discriminatory established world takes time: recognizing and acknowledging, accepting and unlearning, and adapting and promoting



What are the issues?



Gender, race, class

- Differentiation between men and women, and expatriate women and local women
- Spark, 2022

Hegemonic masculinity

- Reinforced male dominance
- Braun, 2011
- Vallergera & Zurbriggen, 2022

Intersectionality

- Issues co-exist with other issues
- Hooks, 2000
- Wu, 2022

Why do they exist?



01

Social organization of work

Integrated within the design and structure of work (Braun, 2011)

02

Race, class, and gender

Gender differences between gender, race and class (Spark, 2022)

03

Hegemonic masculinity

'manosphere' condemning women (Vallerga and Zurbriggen, 2022)

04

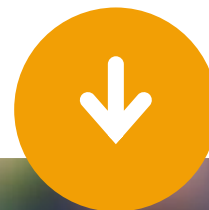
Culture

'Doing good and feeling good'
Culture and hierarchies (Wu, 2022)



How is it being addressed?

- Gender mainstreaming
- Acknowledging the gender issues and adaptation
- Awareness and promotion





Conclusion



Feminist issues are inevitable and difficult to address

- Gender, race, and class affect equity
- Hegemonic masculinity reinforces traditional societal structures
- Intersectionality: addressing issues together rather than individually



References

Braun, Y. A. (2011) The Reproduction of Inequality: Race, Class, Gender, and the Social Organization of Work at Sites of Large-Scale Development Projects. *Social problems* (Berkeley, Calif.). [Online] 58 (2), 281–303.

Carrino, E. A. et al. (2022) Are Feminists Empowered Activists or Entitled Whiners? A Thematic Analysis of U.S. Adolescents' Definitions of 'Feminist' in a Diverse, Mixed-Gender Sample. *Sex roles*. [Online] 86 (7-8), 395–414.

Global Development Research Center (2022) What is Gender Analysis. GRDC.

Hooks, B. (2000) *Feminism is for everybody : passionate politics*. Cambridge, MA: South End Press.

Spark, C. (2020) 'Two different worlds': Papua New Guinean women working in development in Port Moresby. *Asia Pacific viewpoint*. [Online] 61 (2), 353–365.

Vallerga, M. & Zurbriggen, E. L. (2022) Hegemonic masculinities in the 'Manosphere': A thematic analysis of beliefs about men and women on The Red Pill and Incel. *Analyses of social issues and public policy*. [Online] 22 (2), 602–625.

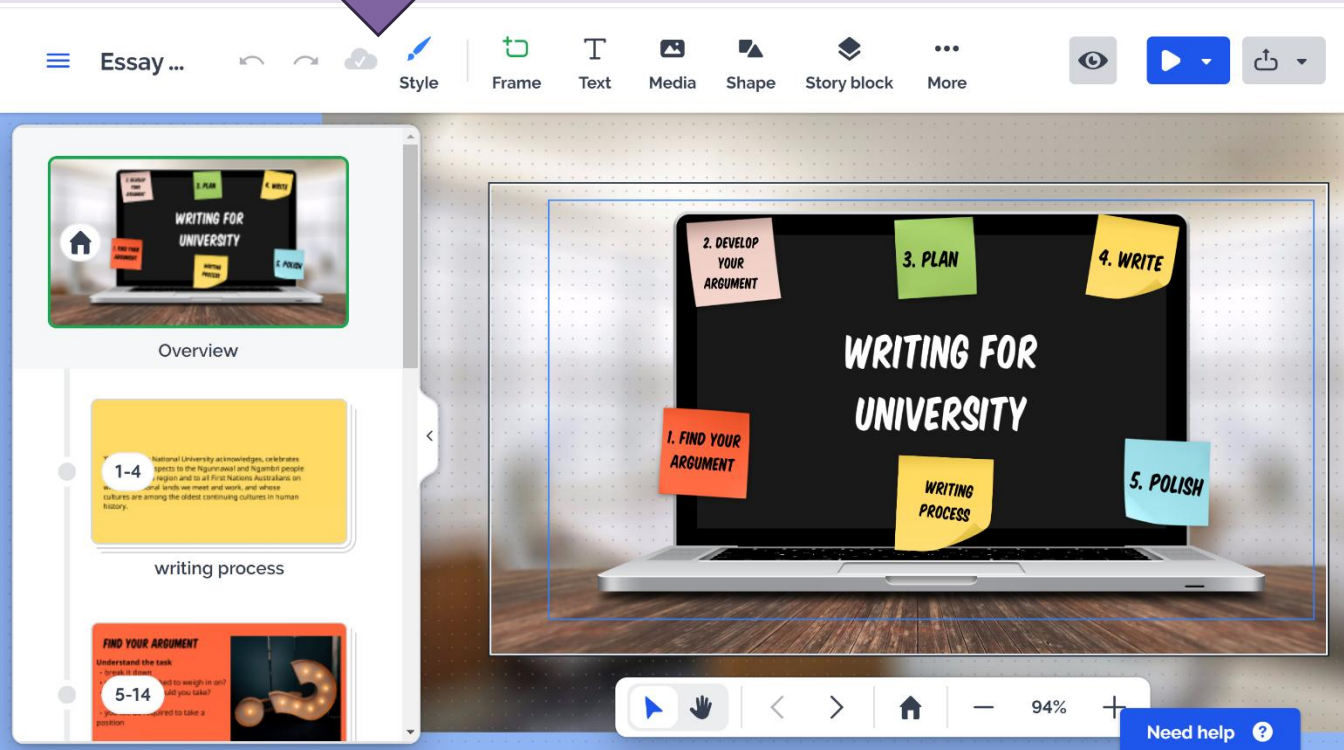
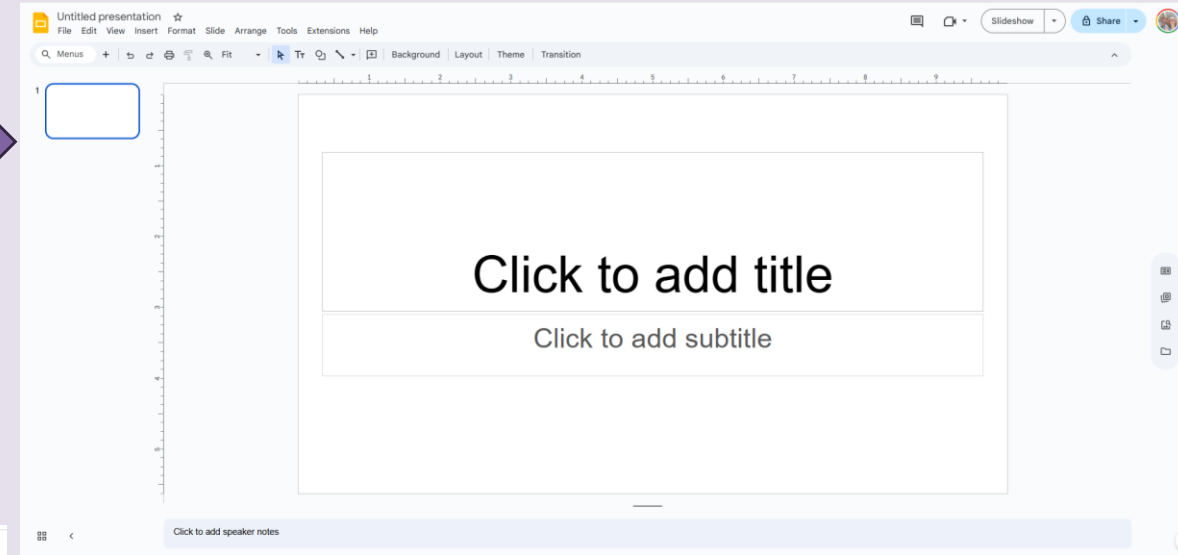
Wu, J. (2022) 'Doing good and feeling good': how narratives in development stymie gender equality in organisations. *Third world quarterly*. [Online] 43 (3), 634–650.

Other non PowerPoint options:

Google Slides



Prezi



POWERPOINT EXEMPLAR



Should Australia's labour mobility arrangement with Papua New Guinea through the pilot regional initiative be decentralized?

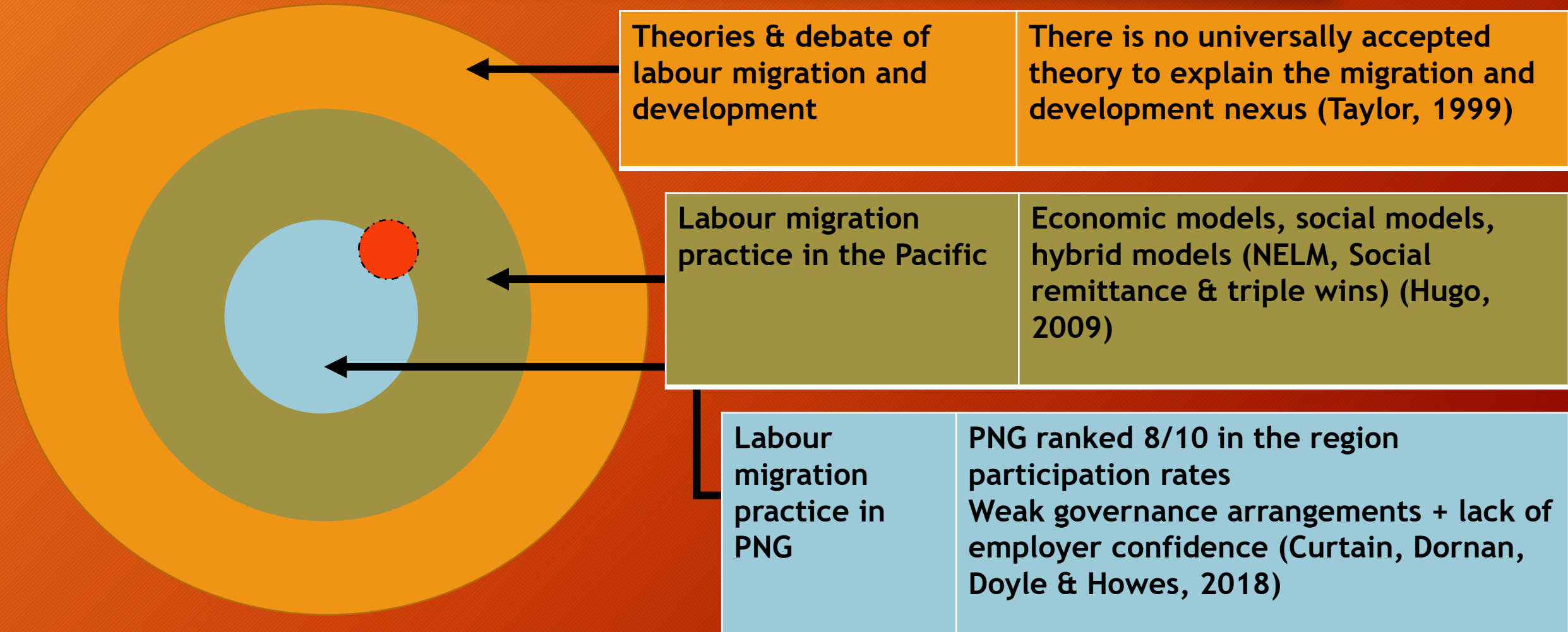
Comparative case study of Madang District, Goilala District and Obura-Wonenara District

Outline

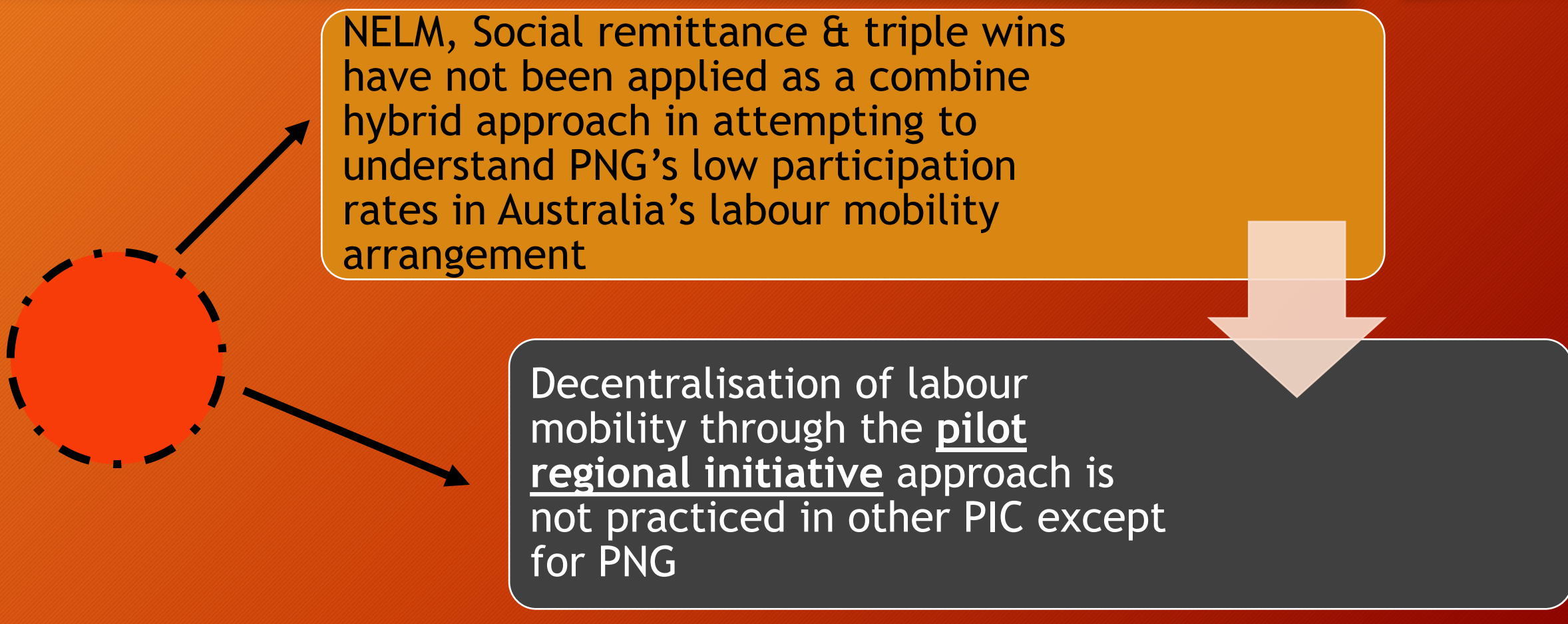
- ✓ Literature review: What is known?
- ✓ Where is the gap?
- ✓ So what?



Literature review: What is known?



Where is the gap?: new knowledge creation



NELM, Social remittance & triple wins have not been applied as a combine hybrid approach in attempting to understand PNG's low participation rates in Australia's labour mobility arrangement

Decentralisation of labour mobility through the pilot regional initiative approach is not practiced in other PIC except for PNG

So what: relevance

By studying the regional initiative from this perspective it will inform policy makers of the best recruitment method for PNG to increase participation rates

PNG MTDPIII

- KRA 1 - Increased revenue & wealth creation
- KRA 3 - Sustainable Social Development



References

Taylor, J. E. (1999). The New Economics of Labour Migration and the role of remittances in the migration process. *International Migration*, 37(1), 63-88.
<https://doi.org/10.1111/1468-2435.00066>

Curtain, R., Dornan, M., Howes, S., & Sherrell, H. (2018). *Pacific seasonal workers: Learning from the contrasting temporary migration outcomes in Australian and New Zealand horticulture*. St. Louis: Federal Reserve Bank of St Louis. Retrieved from
<https://search.proquest.com/docview/2119135188?accountid=191104>

Hugo, G. (2009;2010;). Best practice in temporary labour migration for development: A perspective from asia and the pacific. *International Migration*, 47(5), 23-74. doi:10.1111/j.1468-2435.2009.00576.x

Thank you



Caption: Honorable Member for Madang Open District, Honourable Bryan Kramer with the pioneer cohort of workers from his electorate bound for Australia under the pilot regional initiative (Mobilised 15 Dec 2019)



Microsoft PowerPoint

- Bullets / text
- Small and large images
- Charts / graphs / tables

(Bullets / text)

Reasons to use Smart Art

- Make lists more appealing
- To show relationships and hierarchies
- To indicate processes
- To convey overlapping ideas

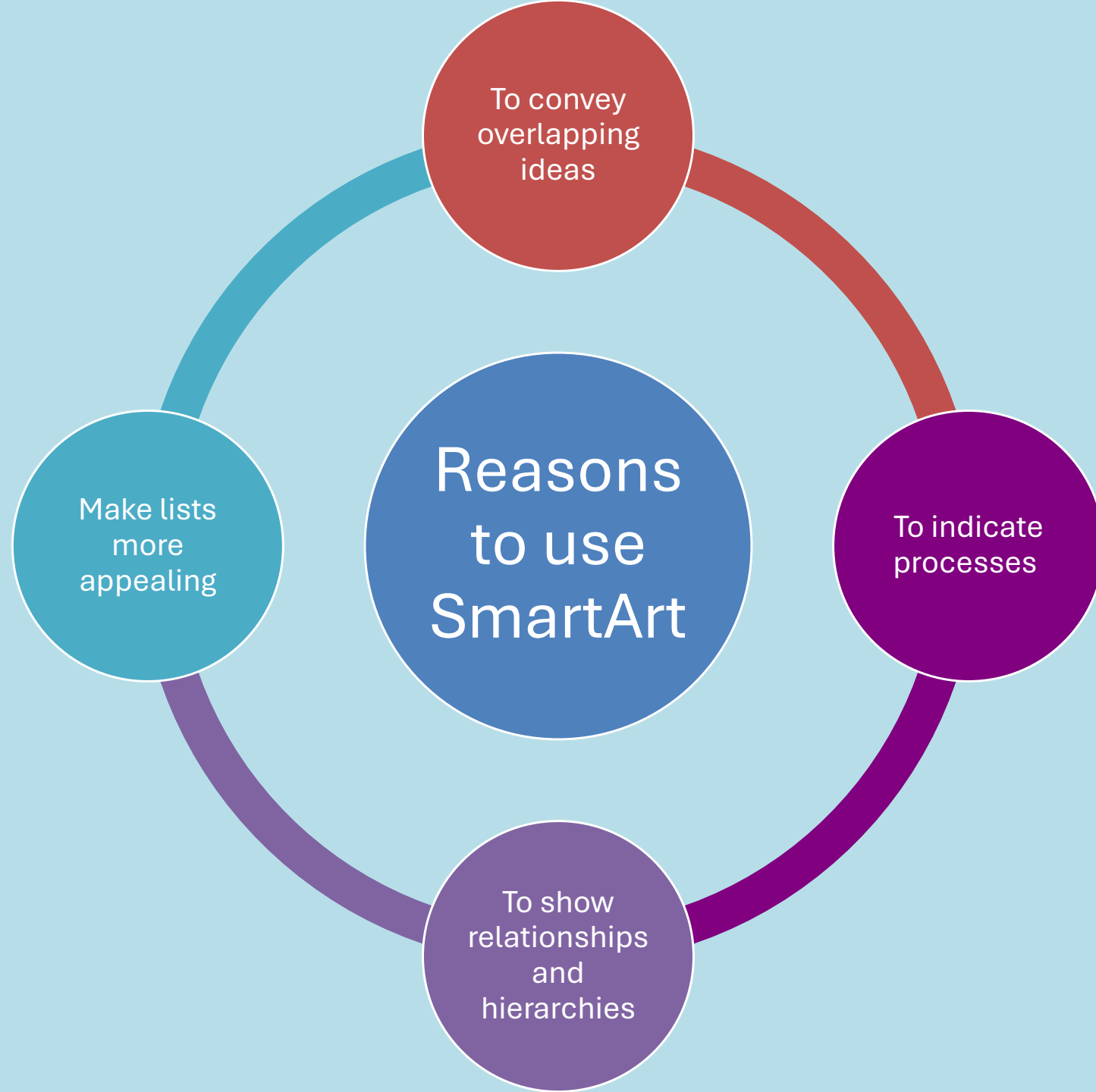
Reasons to use SmartArt

Make lists
more
appealing





To show
relationships
and
hierarchies


To indicate
processes


To convey
overlapping
ideas



Images: Microsoft Copilot


 NOTEBOOK

u1072925... Protected




Copilot


Your everyday AI companion

 Laugh


Know any funny jokes on the theory of relativity?

 Templatize


Make a syllabus template for a college-level course

 Summarize


Tell me the latest findings of the Nation's Report Card in five paragraphs

 Analyze

How can teachers make lectures more engaging and effective?

 Create

List some common non-native fish species in North America

 Write

Write a grant proposal to take 10th graders to a college fair


Copilot uses AI. Check for mistakes. [Terms](#) | [Privacy](#) | [FAQs](#)

Choose a conversation style


More Creative


More Balanced


More Precise



Ask me anything...



0/4000 



Microsoft Copilot

Choose a conversation style

More
Creative

More
Balanced

More
Precise



Create a realistic image of a female university student working in a large science lab. Put other university students in the image as well. They are also working with equipment in the lab.



188/4000





1 of 30 responses



"a realistic image of a female university student working in a larg... "

Using AI generated Images

- Choose your image.
- Cite the image as:

AI generated picture of woman in a lab.



Note: Image generated by Microsoft Copilot from the prompt 'Create a realistic image of a female university student working in a large science lab. Put other university students in the image as well. They are also working with equipment in the lab'.

Format for caption and note

Elements, punctuation & capitalisation

Figure X

AI generated image of ...



Note. Image created using [name of generative AI software] from the prompt [details of prompt]

Caption and note example

Figure 5

AI generated picture of mountains and the moon.



Note. Image generated by DeepAI.org from the prompt mountains and moon.

Format for reference list

As Generative AI images are not retrievable, they do not need to be included in the reference list.

[Uni Melbourne citation guide](#)

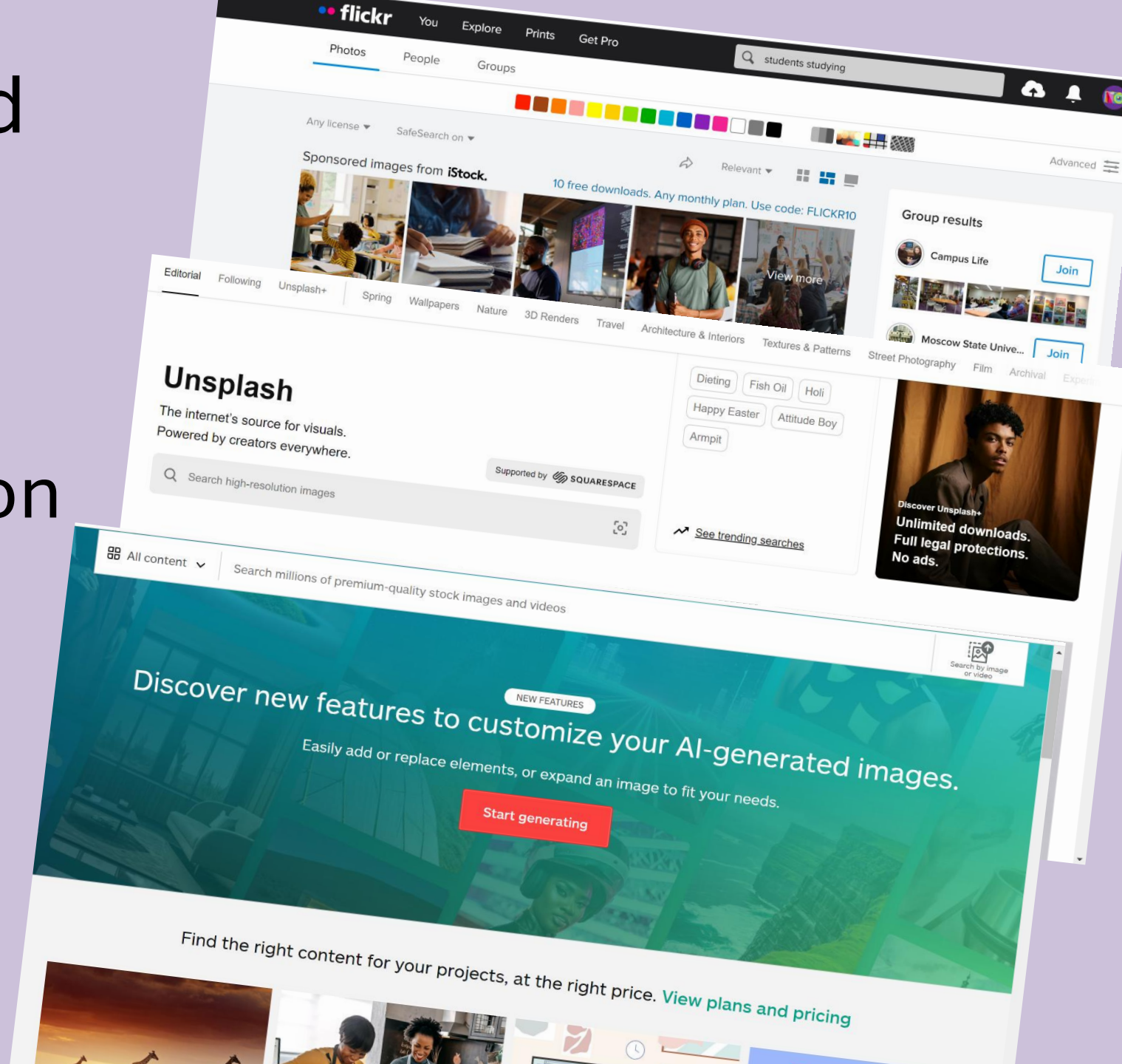
But be careful!



Note: image generated by Microsoft Copilot from the prompt 'Create a watercolour painting of two students working together on an assignment where one student is asking the other for help and the other student doesn't know how to respond.'

Other places to find images

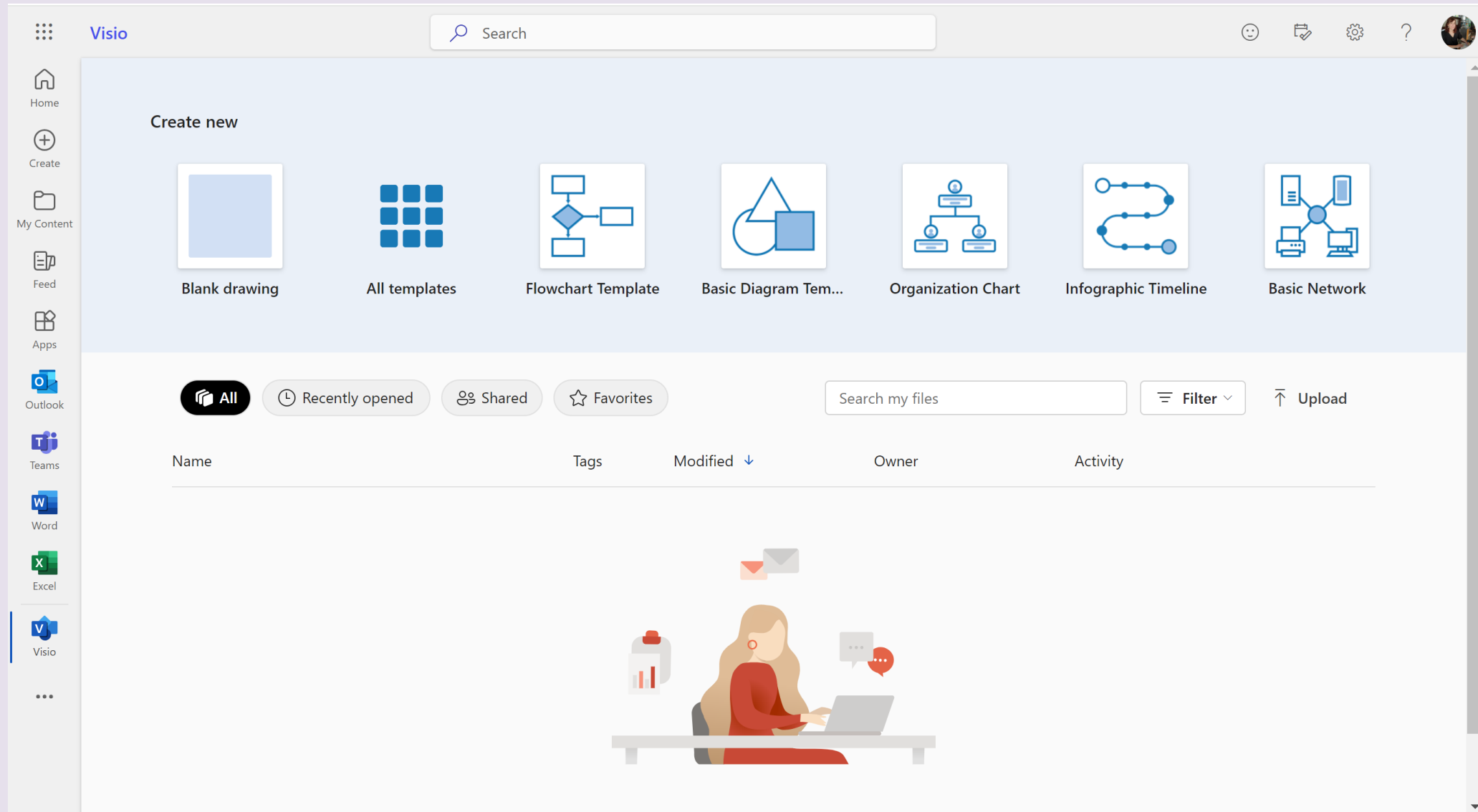
- Flickr, Unsplash, Morgue File, Flat Icon (flaticon.com)
- Take your own!



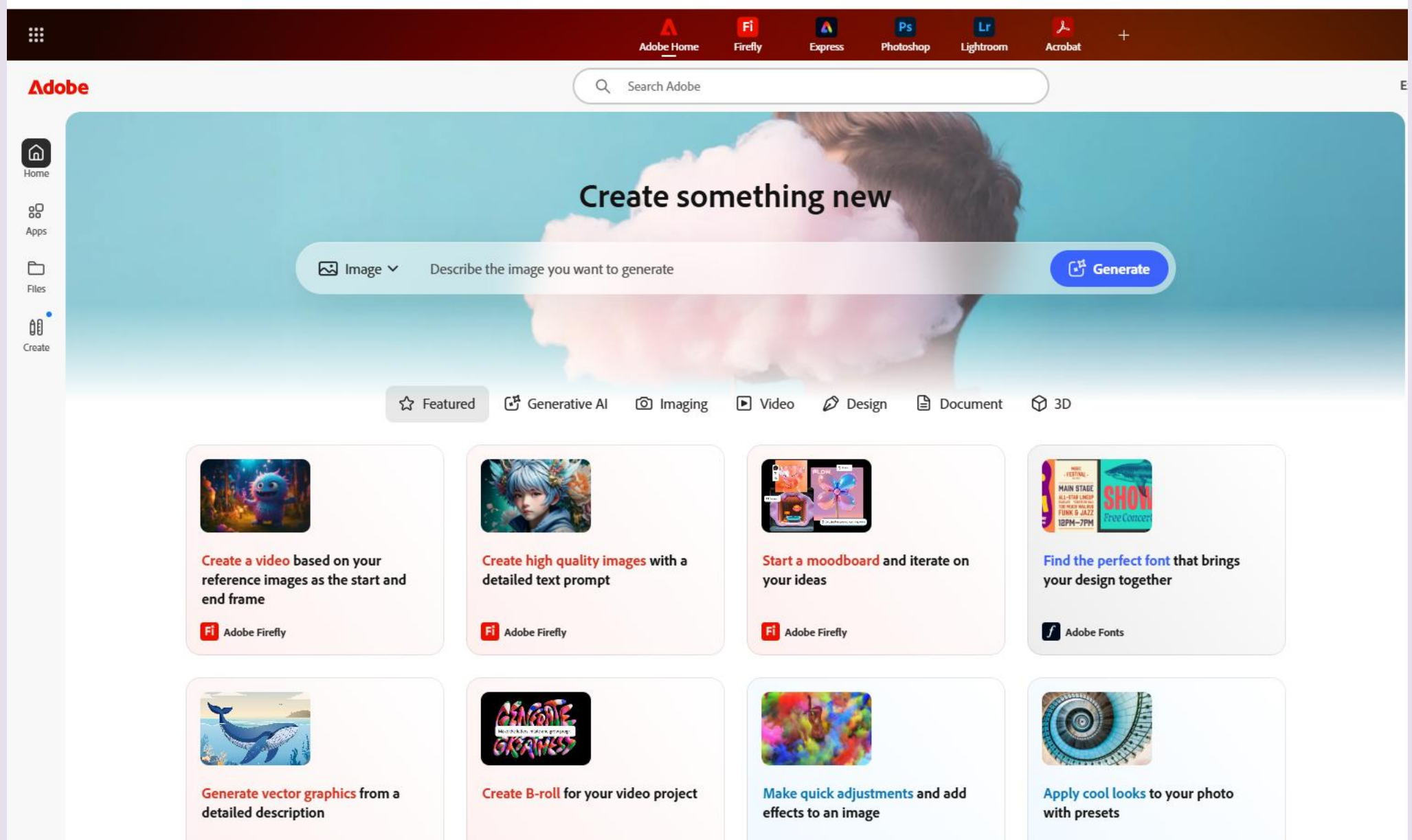
Citing images:

- **Morguefile:** Suggested credit byline: Photo by <photographer's username> at Morguefile.com)
- **Unsplash:** no citation needed (but can add it)
- For **general photos on the web**, give website name, date (World Health Organization, 2024) on the slide
- Use your style guide and provide full citation for image in the **Reference list** at the end of your slides

Microsoft Visio: Create charts and diagrams

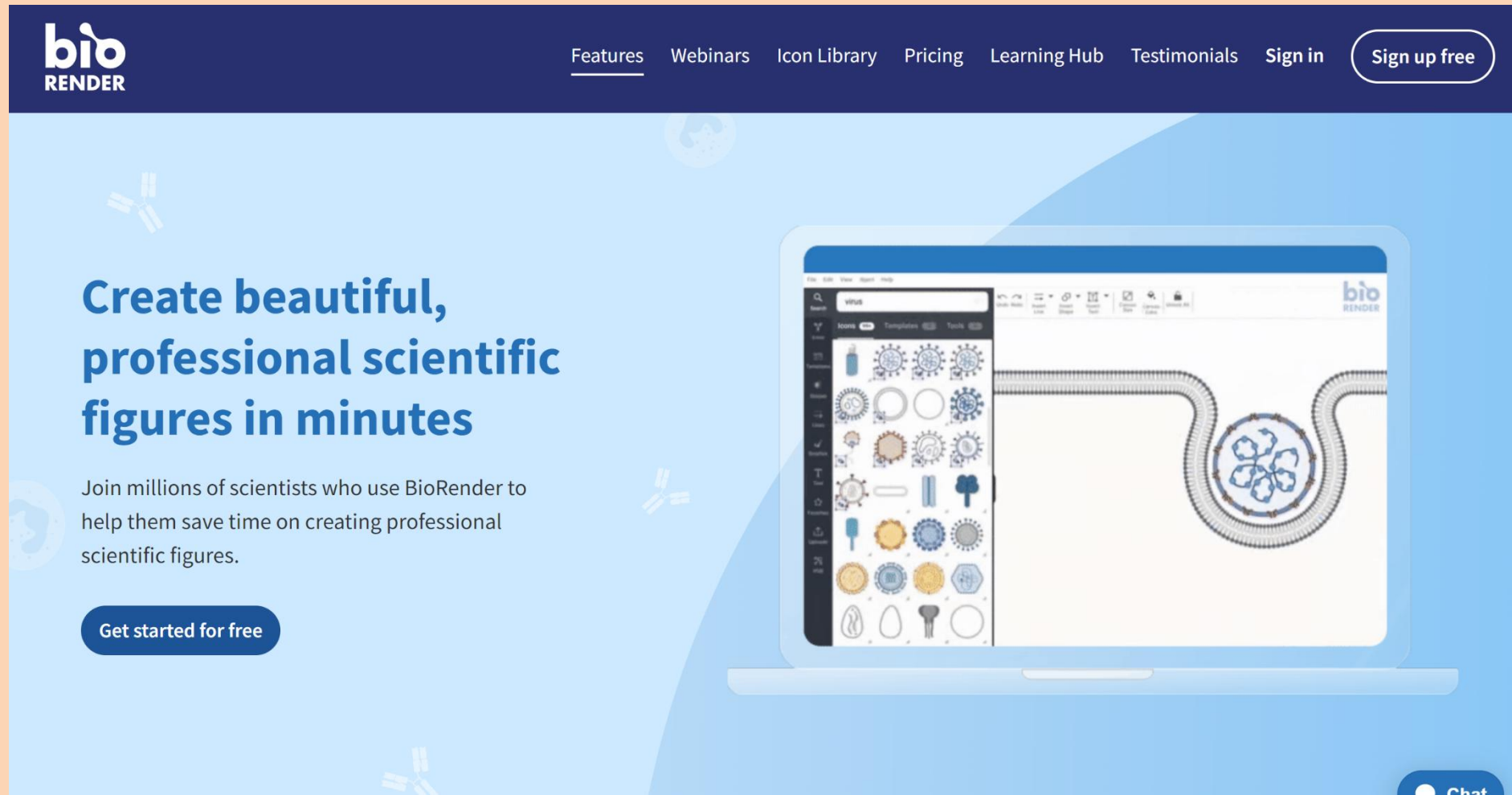


Adobe (Firefly, Photoshop, InDesign)



Other ways to create charts, graphs and tables

- BioRender
- Excel

A screenshot of the BioRender website. The header is dark blue with the BioRender logo on the left and navigation links (Features, Webinars, Icon Library, Pricing, Learning Hub, Testimonials, Sign in) and a 'Sign up free' button on the right. The main content area has a light blue background with faint molecular structures. On the left, the text 'Create beautiful, professional scientific figures in minutes' is displayed in blue, followed by a paragraph: 'Join millions of scientists who use BioRender to help them save time on creating professional scientific figures.' Below this is a 'Get started for free' button. On the right, a laptop displays the BioRender software interface, showing a search bar with 'virus' entered, a grid of various virus icons, and a large, detailed 3D rendering of a virus particle on the right side of the screen.

bio
RENDER

[Features](#) [Webinars](#) [Icon Library](#) [Pricing](#) [Learning Hub](#) [Testimonials](#) [Sign in](#) [Sign up free](#)

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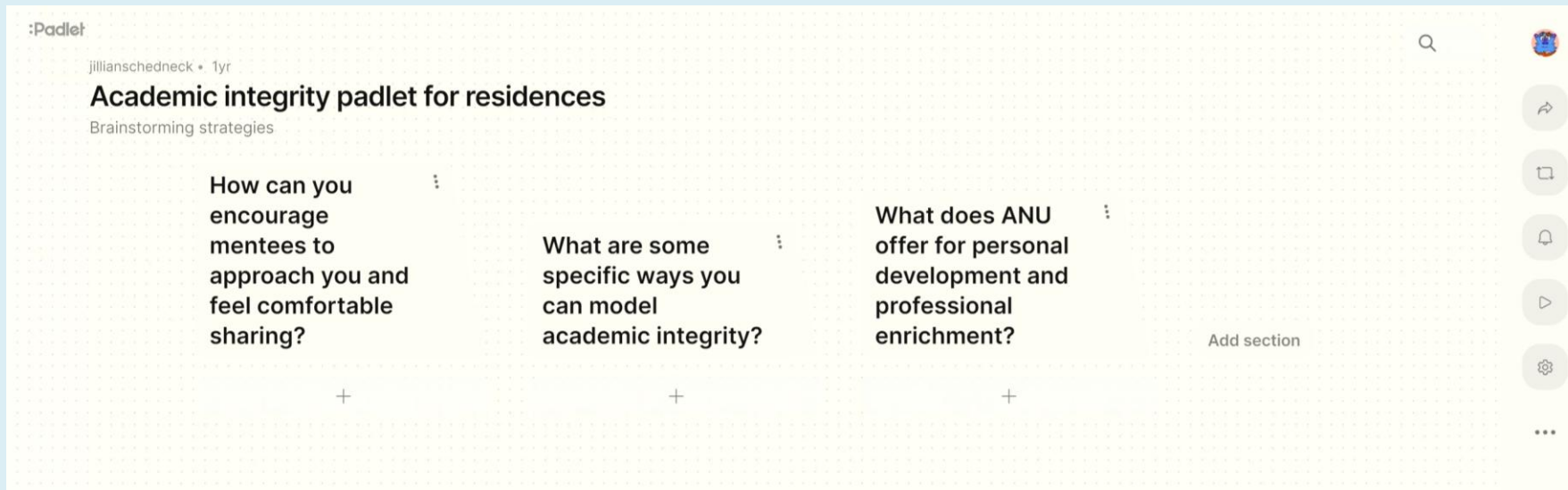
bio
RENDER

virus

Icons Templates Tools

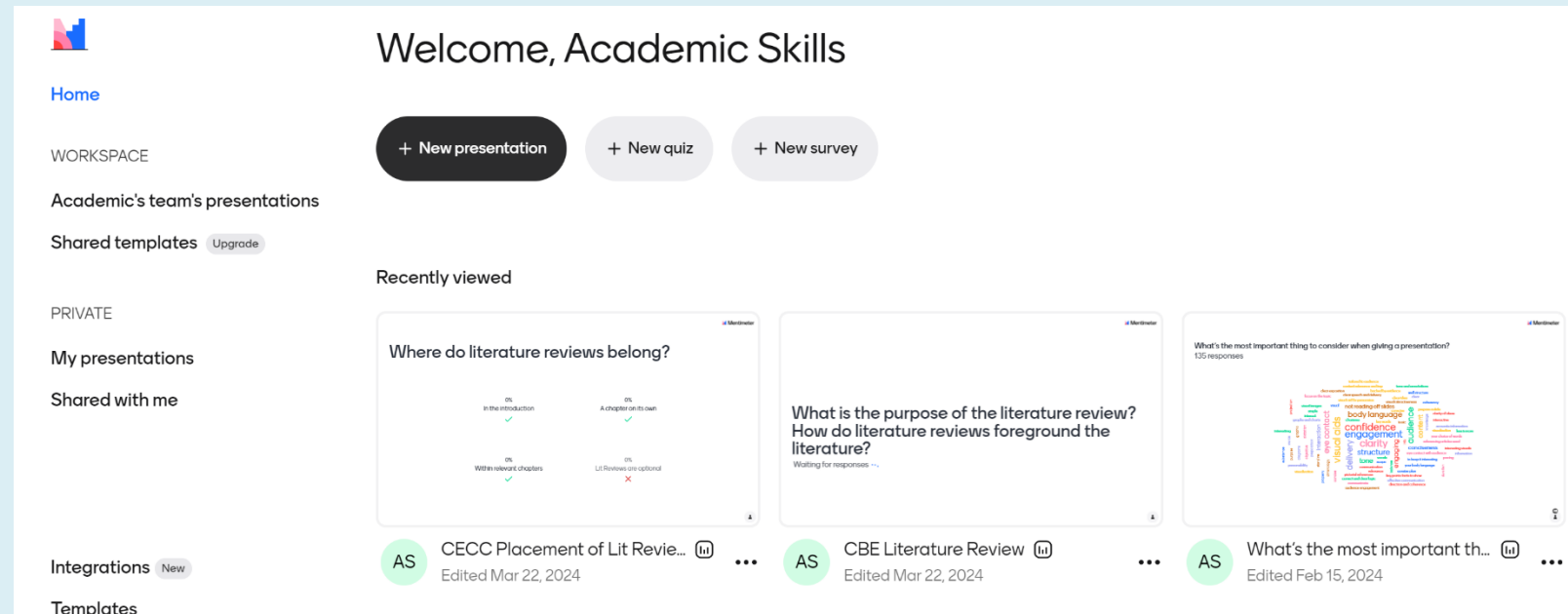
Chat

Ways to make your presentation interactive



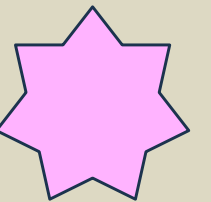
Padlet

Mentimeter



Other considerations

- Themes ([ANU template?](#))
- Animations
- Transitions
- Videos
- Variation
- Accessibility (universal design principle)



DELIVERY





Delivery

What's challenging about delivering presentations?



The spotlight effect

Worried about fear and embarrassment?

- People pay much less attention to us than we think
- You're not alone, others don't like public speaking
 - The audience is on your side

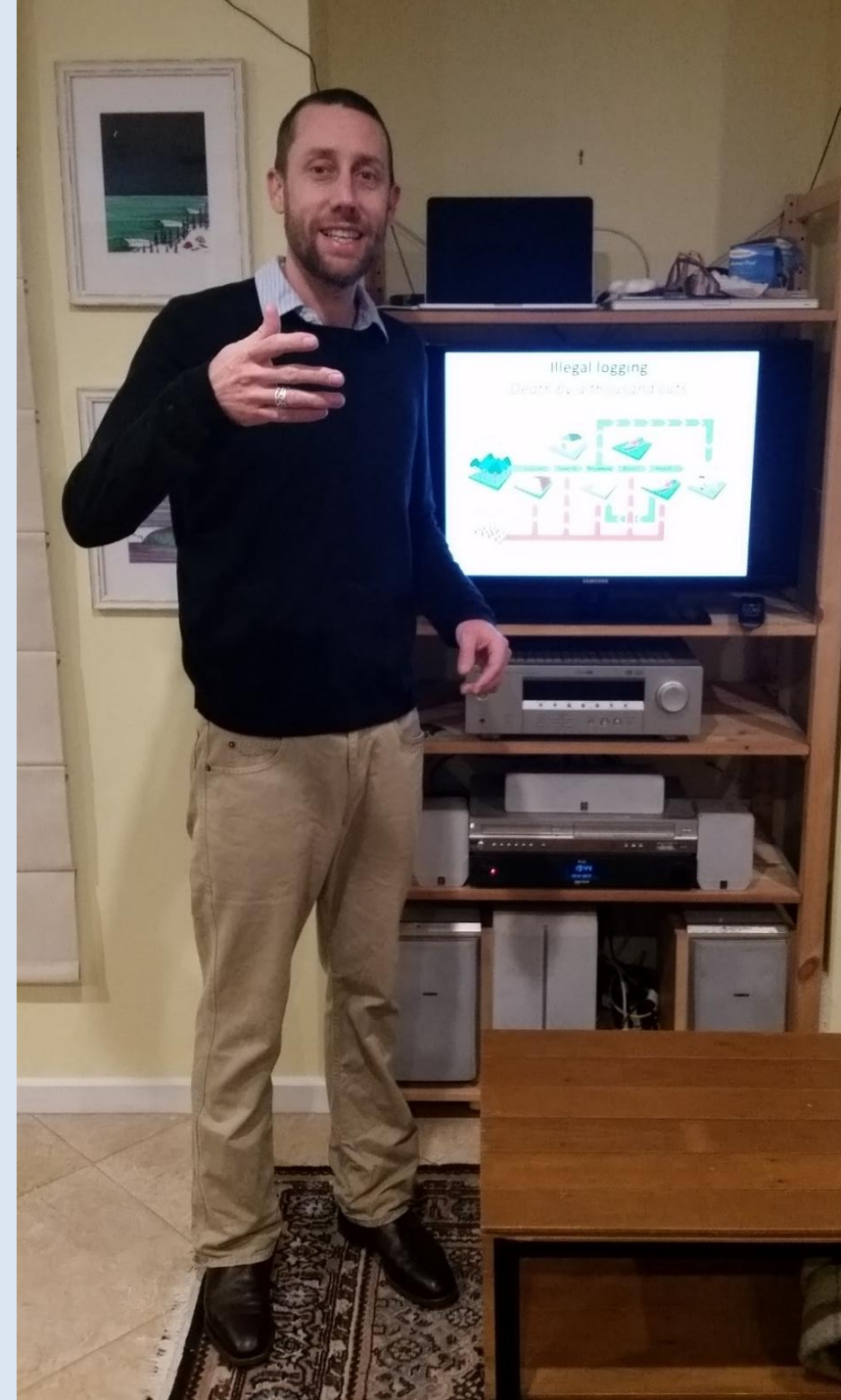
Reframe the scary connotations:

- Accept that presentations are a part of life
- Think of it as just a regular conversation
- If you feel discomfort, acknowledge that it is an emotion. It will pass.



Preparation = confidence

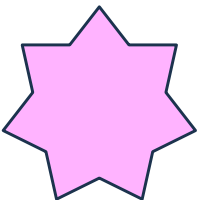
How do you practice for
your presentations?



Sound natural and knowledgeable



- Avoid scripting - know your content
 - Use slides as cue cards
- Be passionate – tone and interest
 - Make eye contact with your audience
- Adopt a professional but relaxed demeanour
 - Use spoken language



Reference your PowerPoint slides

- Use a referencing system that is easy to read, like Harvard
- Have a reference list as a final slide

Remember

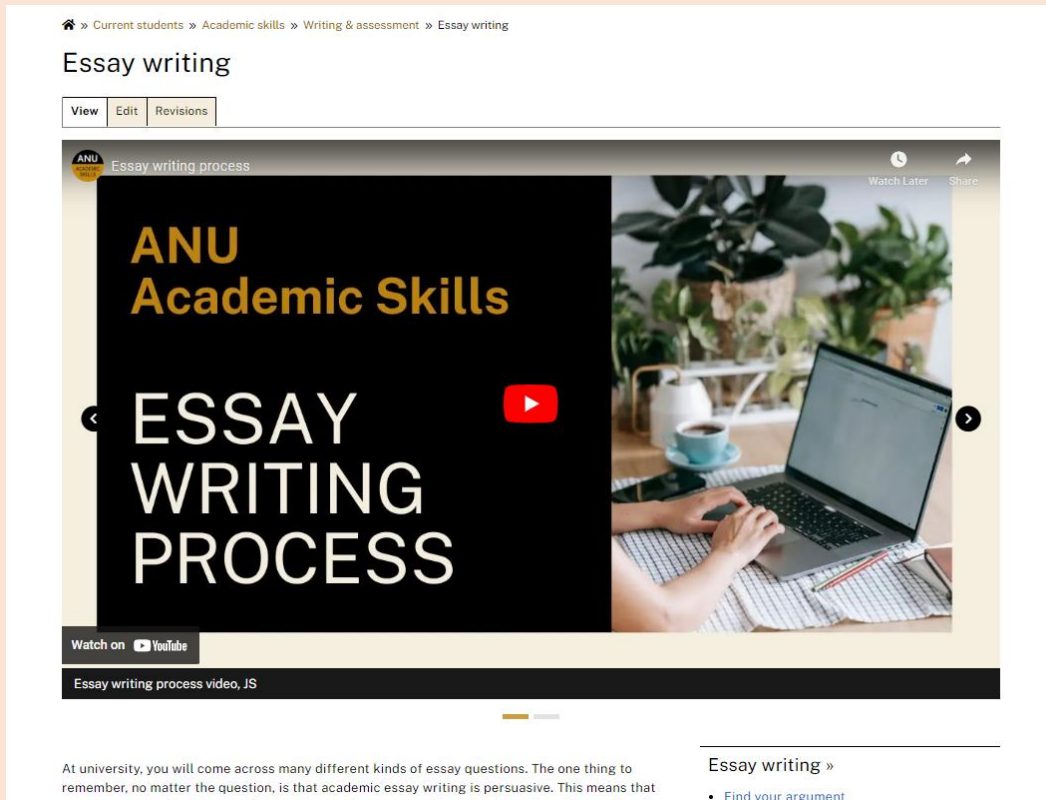
- a clear message will give you confidence
- practice
- get the timing right
- the audience is on your side



Want to view Academic Skills videos?

- If you have access to YouTube
- Browse the site:
www.anu.edu.au/academicskills

- If you don't have access to YouTube
- In Canvas, self-enrol in *Academic Skills Orientation 2025*



The screenshot shows the ANU Academic Skills website. At the top, a breadcrumb trail reads: Home » Current students » Academic skills » Writing & assessment » Essay writing. Below this is the title 'Essay writing' and a navigation bar with 'View', 'Edit', and 'Revisions' buttons. The main content area features a video player with a thumbnail titled 'ANU Academic Skills ESSAY WRITING PROCESS'. The video player includes a 'Watch on YouTube' button and a caption 'Essay writing process video, JS'. To the right of the video player is a sidebar with a 'Watch Later' button and a 'Share' button. Below the video player, there is a paragraph of text: 'At university, you will come across many different kinds of essay questions. The one thing to remember, no matter the question, is that academic essay writing is persuasive. This means that you are expected to take a position and present an argument in order to convince the reader of your...'. To the right of this text is a link 'Find your argument'.

Coursework appointments

- 30 minute booked consults
- in person, zoom or written feedback
- Mon-Fri during semester

Research appointments

- 45 minute booked consults
- in person, zoom or written feedback
- Mon-Fri year round

ANU Library Academic Skills

Quick questions

- 15 min in person consults
- booked or drop in
- Mon-Fri during semester

Thesis formatting

- Support with Word formatting
- Mon-Fri year round