

# DEVELOPING & DELIVERING PRESENTATIONS

ANU Library Academic Skills



Australian  
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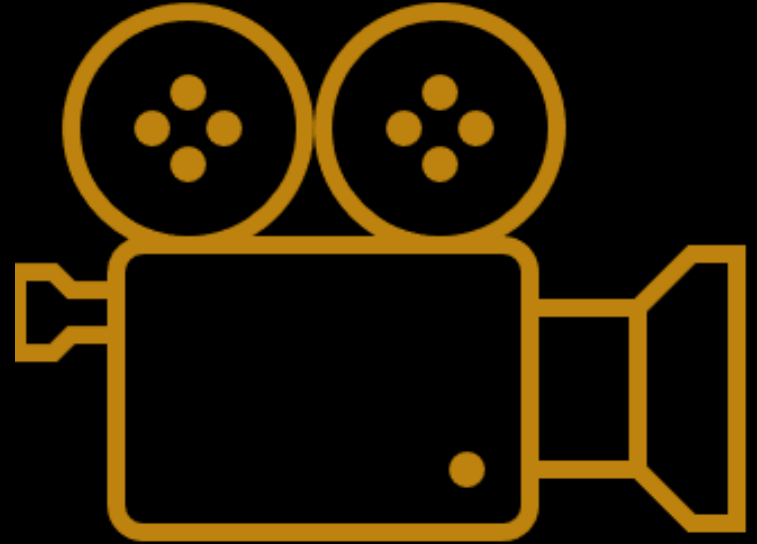
# Privacy and recording notice

Please note: this workshop will be recorded.

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](mailto:academicskills@anu.edu.au) after the session.



# Outline

01 Keys to a good presentation

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02 Structuring presentations

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03 Visual aids

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04 Oral delivery

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# Presentation vs Speech



# Keys to a successful presentation

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



# In a nutshell



# 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

- What message do you want your audience to take away?

## Key message

- Come up with an “in a nutshell” statement

## Write



# 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?



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 Academic Skills website.

Search “ANU presentations”.



# 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

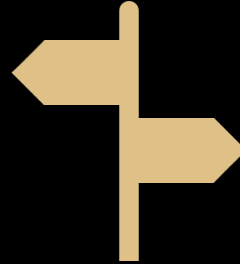
- Headings
- Bullets
- Images
- Charts / graphs / tables



# 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



How to  
present:

Consider your audience

Engage them – keep them interested

Keep things simple - the one message rule

Help them to understand your material

Choose the visual aid which best supports your message

# Images



## Pros

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

## Cons

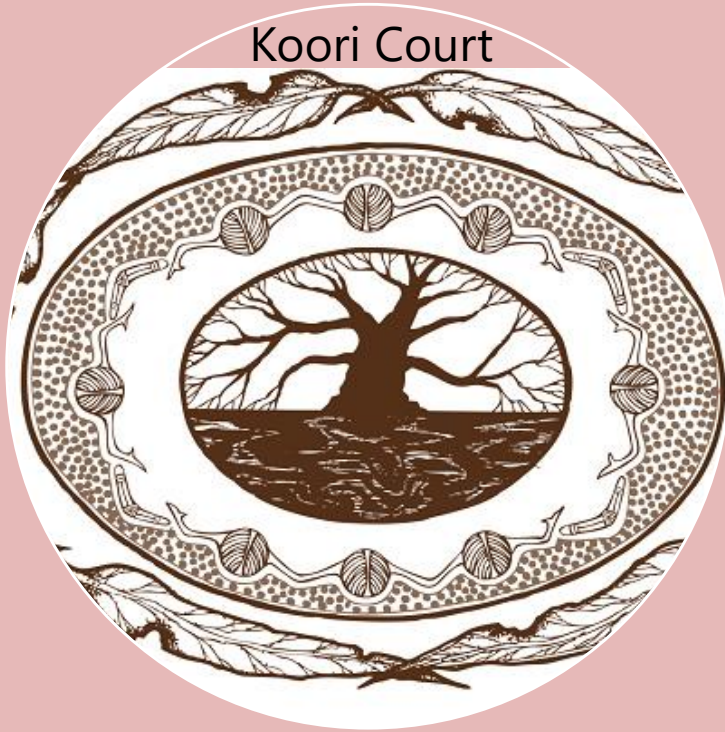
- Finding appropriate images
- Poor quality
- More preparation required

## How to do well

- Only include key message
- Find images that match
- High quality images



## Koori Court



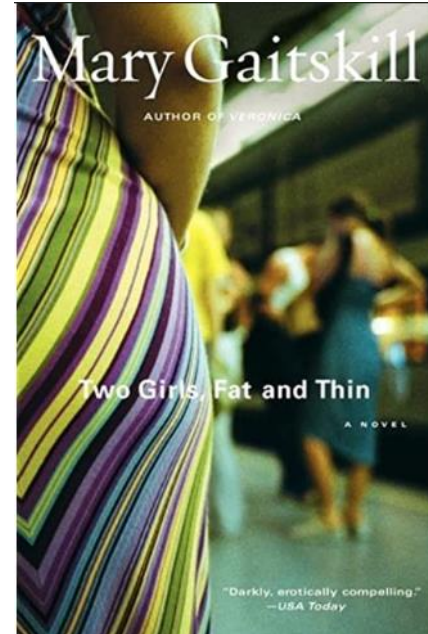
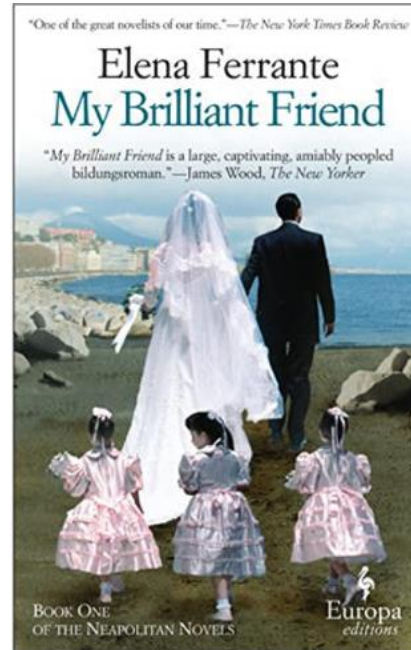
Indigenous  
Australians are  
the most  
disadvantaged  
group

Urgent need  
to address the  
imbalance

Numerous  
precedent for  
special courts  
exist

# Female friendship

- ▶ a repeated conscious choice
- ▶ but a limited choice
- ▶ often looks hopefully toward a better future
- ▶ but not without contradiction or pain



# Malaria

- 216 million cases in 2016
- 445 thousand deaths in 2016
- Every 2 minutes a child dies of malaria

WHO World Malaria Report 2017









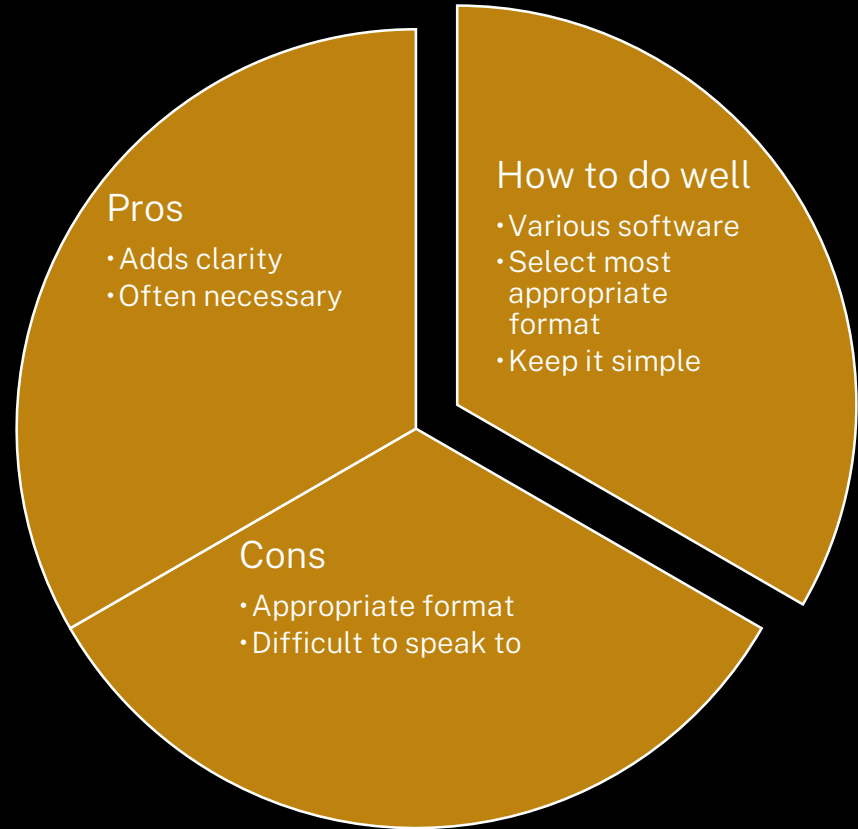
No. 1 in  
Australia  
Top 4% OECD

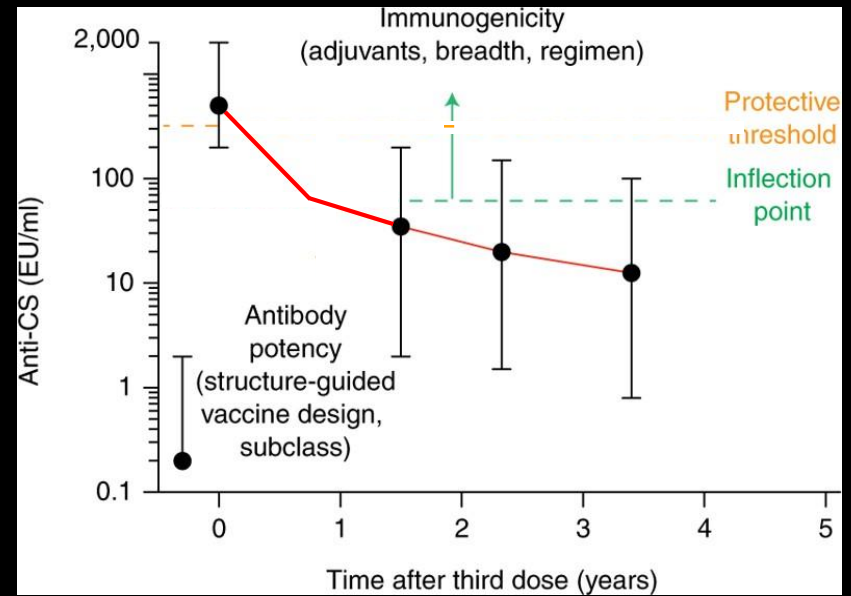
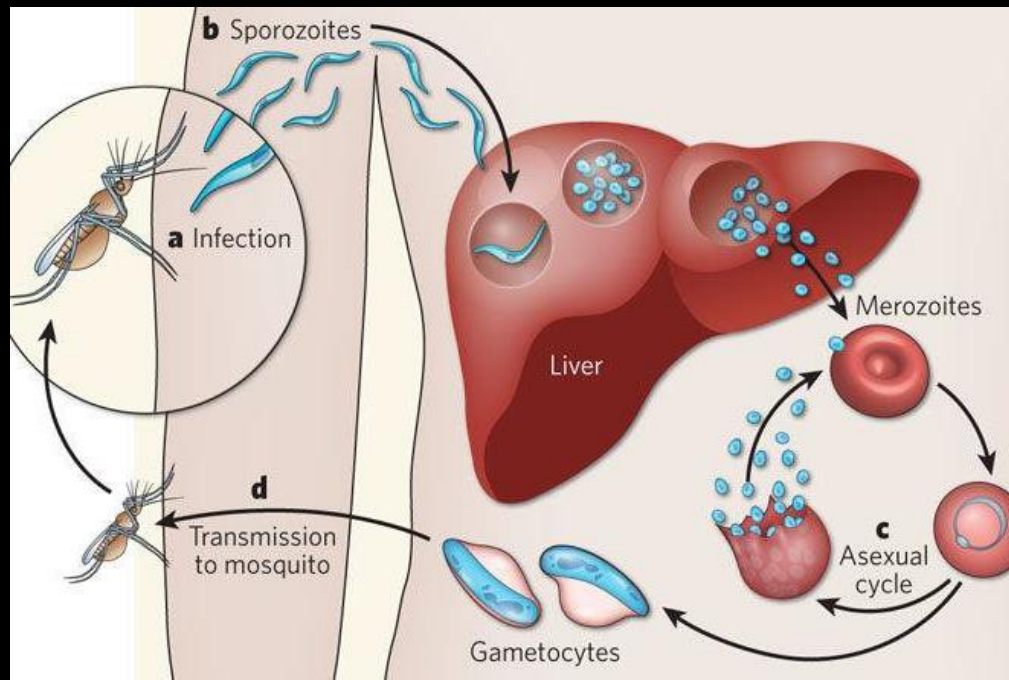
# Finding good images

- Google images
- Use tools to filter
- Flickr, Pexels, Morguefile, Stock images, Unsplash, Canva
- Take your own!
- Use high quality with good contrast
- Take care with attribution and licensing

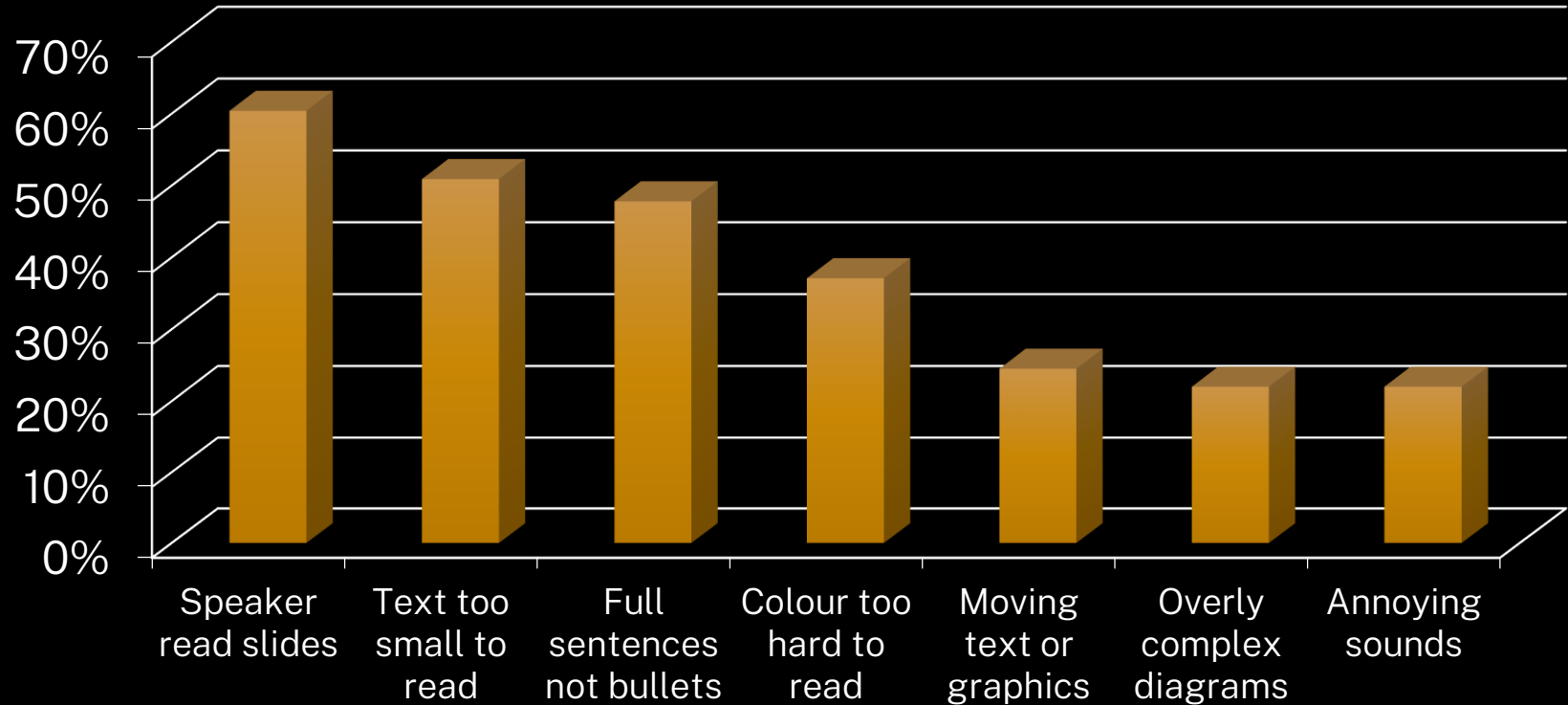


# Charts, graphs, diagrams

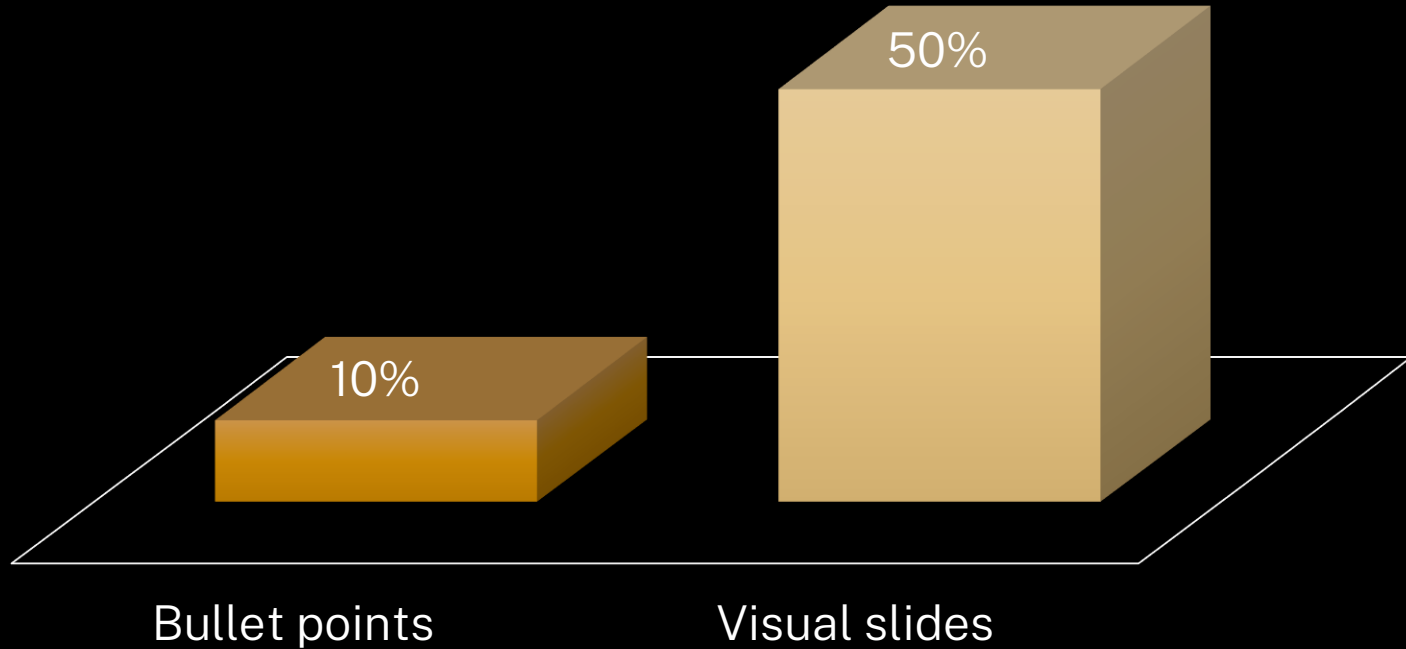




# Things that annoy the audience



# Message retention after 3 days



# 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




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

# THANK YOU

## Contact Us

ANU Library Academic Skills

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W <https://anu.edu.au/students/academic-skills>

W <https://anulib.anu.edu.au>



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