

Careers & Employability Service

Presentations: How to get from terrified to confident



Marina Matosic
Careers & Employability Adviser

Structure of talk today

- Overview
- The 3 Ps
 - preparation
 - planning
 - practice
- Delivery

When might you be asked for a presentation?

- Interview
- Assessment centre
- MMU Professional Passport
- Viva (academic presentation)
- Course presentation
- Work presentation

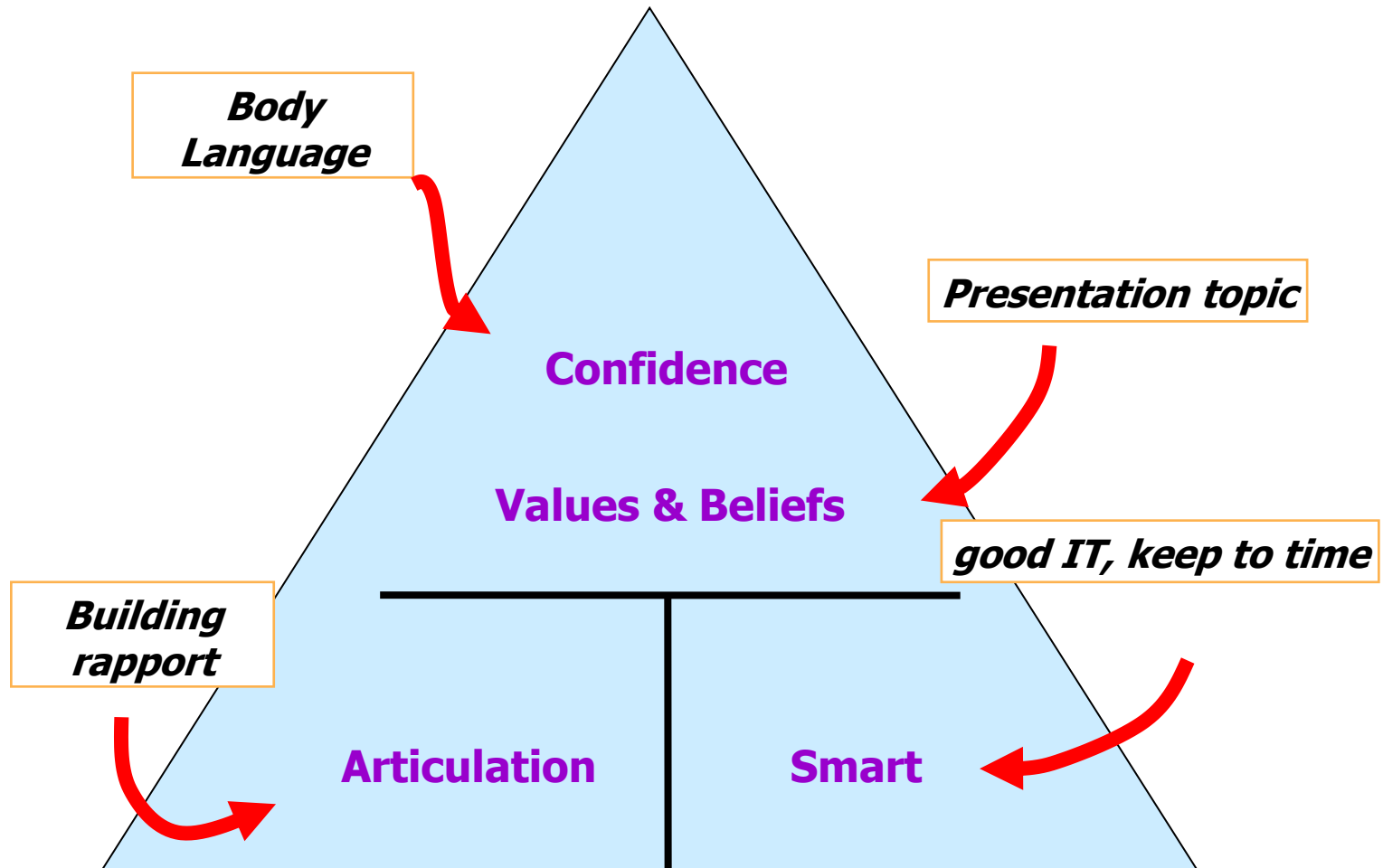
Assessment Centres

- expect variety
- Pre-prepared topic
- Case study presentation
- Given topic on day

Planning time varies

- a few days
- a few hours on the day
- Pre-prepare a topic (just in case)

Employers look for



Presentation example

- You are in a group interview with 7 others
- Each person has to introduce themselves in no more than a minute
- What are you going to say?



The 3 'Ps'

- Preparation
- Planning
- Practice



Preparation

- Audience
- Time
- Length
- Subject
- PowerPoint
- Delivery



Preparation - Audience

- Who is the audience?
- Do not assume too much knowledge
- But do not patronise either
- KISS



Preparation - Time

- Time determines length
- 5 minutes = 4 slides
- 10 minutes = 8 slides
- Do not go over your time allocation



Preparation - Subject

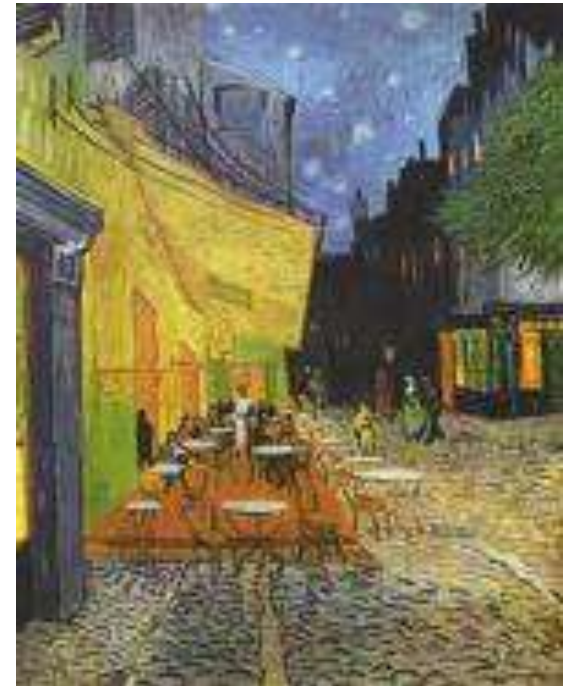
- Does knowing the words to a song make you a great singer?
- Don't overload with information
- Make a single theme
- Don't bluff
- Don't sit on the fence

Preparation - Length

You should really only ever use 25 to 35 words on a slide as this is the amount of text the audience needs and although having a page full of interesting text might make you feel a lot better as it shows just how much you know about the subject and so it indicates just how clever you really are, its actually what you say which is important and the slides are just to reference the points for you to hang your script on... and if you have read this far why are you not listening to me?????!!

Preparation – PowerPoint

1. Prepare on paper first
2. Talk is more important than visuals
3. Font size
4. Pictures and animation
5. Be neat



The 3 Ps

- Preparation
- **Planning**
- Practice



Planning

The structure of your talk

- Beginning
- Middle
- End



Beginning

- Title – make it catchy
- If appropriate – event, date, your name and position
- Forecast
- Anecdote, a question or some contradictory statement?

The middle bit – Slide 1

- Outline your key themes
- Be creative
- Be calm
- Be confident
- Narrative – people respond to stories so paint a picture in their mind

The middle bit – Slides 3,4,5,6,7...

- Themes - each should have 3 slides
- Be logical
- Link themes with verbal or visual cues
- Use narrative
- Use anecdotes, examples, case history, charts and graphs

Wrapping up

- Do not add anything new
 - Summarise key points - tell them what you have just told them
 - Ask if anyone has questions
 - Important to have a clear ending
- SAY** 'and now to conclude'
- DO NOT SAY** 'and that's it' and then shuffle off!

Exercise

- Choose one topic for a 5 minute presentation
 - 1) My most challenging experience
 - 2) The most difficult problem I've faced
 - 3) My most successful achievementPrepare **only** the structure



You have 5
minutes

The 3 Ps

- Preparation
- Planning
- **Practise**



Practise by yourself

- In front of mirror
- Time yourself
- Practise as many times as possible
 - To gain confidence
 - To get used to the sound of your own voice
- Check audio visuals

Practise with an audience

- Ask for feedback
- Q. Were you talking too fast or too slow?
- Q. Were your visual aids clear?
- Q. Did you move logically from one point to another?
- Q. Were you interesting or deathly?
- Take criticism well and make changes

Nerves

- Script first few sentences
- Check any words you are unsure of and memorise
- Breathe deeply
- Bach's rescue remedy & sweets



Delivery technique

- Jargon & colloquialisms
- Narrative
- Props
- Humour
- Being wacky



Having presence

- Voice
- Body language
 - smile
 - make eye contact
- Space
- Rapport



The great handout debate

‘To do or not to do - that is the question’



Laurence Olivier as Hamlet

What is a good presentation?

- It is subjective
- What is good for one person is not so great for another
- But some are universally bad
- You need to find your own style

Resources

Books

- ❖ ‘Presentation Zen’ by Garr Reynold
- ❖ ‘Successful Presentation Skills’ by Andrew Bradbury
- ❖ ‘Lend Me Your Ears’ by Max Atkinson
- ❖ ‘Beyond Bullet Points’ by Cliff Atkinson
- ❖ ‘Presentation Skills for Quivering Wrecks’ by Bob Etherington

Resources

Online

❖ Five Golden Rules

<http://people.ucsc.edu/~pullum/goldenrules.html>

❖ Oral Presentation Advice

<http://pages.cs.wisc.edu/~markhill/conference-talk.html>

❖ Effective Presentations

<http://www.kumc.edu.SAH/OTEd/jradel/effective.html>

Don't forget...



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your career.



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