

Making presentations



- preliminary points
- Video 1: bad practice / good practice
- points to watch

Preliminary remarks



- what are presentations for?
- what are the main pitfalls?
- identify them in Video

Points to watch



- clearly define the topic and organisation
 - what I'm going to say
 - how I'm going to say it
- use key word triggers
 - avoid wordy slides/OHTs
- rehearse
 - practice with colleagues
 - timing & structure

Common mistakes



- reading your text
- not speaking clearly
- too many acronyms
- too many PowerPoint features
 - what does this add to the presentation?
- style or content
- timing

Marking presentations



- Introduction
 - clear, appropriate background
- Main body of talk
 - organised
- Conclusion
 - draws ideas together
- Structure
 - logical development of argument

Marking presentations



- Delivery
 - voice projection
 - body language
- Visual aids
 - appropriate use
- Questions