PRESENTING TO AN AUDIENCE

Presenting to an audience is something you will do at some point during your university study. It can be challenging but with careful planning, production, practice and preparation, you can present like a pro!

A good speaker:
- Has a clear voice
- Makes eye contact
- Can hold the audience’s attention
- Knows the subject
- Uses notes effectively
- Looks confident
- Is easy to understand
- Has prepared in detail
- Shows enthusiasm

Production:
- Research your topic
- Create a clear structure (introduction, body, conclusion)
- Make notes or palm cards
- Prepare your slides/visual aids
- Prepare any handouts
- Check your timing

Presentation notes:
- Make sure your notes are large enough to read from a distance so you do not hold them too close to your face. Double spacing can also help.
- Make a note of when you need to change your slides.
- Number your pages in case they get mixed up.
- Highlight key words so you can easily find where you were up to.

TIP
The Internet and videos can crash, so do not depend on these. Have a backup plan. Even be prepared to present without slides in the case of a projector not working. This is where handouts can be useful.

Powerpoint tips:
- Use a basic, clean font like Arial.
- Use sort sentences and bullet points.
- Include key points only.
- Use a large font size (at least 24 point).
- Include visuals: diagrams and photos.
- Keep the design simple. Avoid using distracting animations and sound effects.
- Use a ‘clicker’ so you can move around.
- Remember to reference any content that is not your own in the slides.

Planning:
When you are preparing the content, the most important things to consider are:
- Your message
- Your audience

Ask yourself:
- Does this point contribute to my purpose? (If not, remove it).
- What are the key points I want my audience to come away with?

Dot point your main ideas before you begin producing your presentation.
Practise, Practise, Practise!
This will help you refine various elements of your presentation including your:
• Timing
• Clarity of notes
• Volume
• Pace
• Logic
• Visual aids

During your presentation:
• **Introduce** yourself briefly. Remember to smile and keep your shoulders back for confident body language.
• **Outline** the structure of your talk.
• **Look** at your audience, letting your gaze move around the room. Do not read your presentation out, just look at your notes as a guide. If you can, try to use your slides as a reminder of what to say next. However, make sure you do not turn your back to the audience.
• **Pause** after main points
• **Use** signaling words, e.g. *There are three issues I will address... First… Second… Third.*
• **Conclude** by tying your main points together.

Preparation:
• Think about how you present yourself visually; be smart but comfortable.
• Check you have your USB, notes and materials with you.
• Get there early so you can check the equipment and seating.

TIP
Have backups of your presentation notes and slides — save to multiple USBs, email copies and bring a laptop/tablet if you can.

Like this Survival Guide? Why not check out more of our guides...
*Poster Presentations, Structure Your Presentations, On the Spot Speaking, Managing Presentation Nerves and Video Presentations.*

Want to know more about STUDY Smarter?
Find out about all our services and resources at: [www.studysmarter.uwa.edu.au](http://www.studysmarter.uwa.edu.au)

Any suggestions?
We would love to hear from you. Email us at studysmarter@uwa.edu.au

This resource was developed by the STUDY Smarter team for UWA students. When using our resources, please retain them in their original form with both the STUDY Smarter heading and the UWA logo.