

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, preparation and practice, 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**

So there is a lot to think about before you speak in front of an audience!

Preparation

When you are preparing the content, the most important things to consider are:

- your **message**
- your **audience**

Ask yourself "What are the key points I want my audience to come away with?"

Thinking about what you want your audience to get from your talk will keep you focused and help you structure and organize your ideas in a logical and coherent way.

If in doubt about including certain material, ask yourself, '**Does this point contribute to my purpose**'? If it doesn't, leave it out.



Research your topic

Create a clear structure:

- introduction
- body
- conclusion

Make notes or palm cards

- list your main ideas

Prepare your slides/visual aids

Prepare any handouts

Check your timing

Practise, Practise, Practise!

This will help you fine tune various elements of your presentation including your:

- timing
- notes
- volume
- pace
- logic
- visual aids

Don't forget to check out the room and the equipment.

Before your presentation

- get there early so you can check the equipment and seating. Rearrange things if you need to
- check you have your USB, notes and materials with you
- think about how you present yourself; be smart but comfortable

During your presentation

- **introduce** yourself briefly
- **outline** the structure of your talk
- **look** at your audience, letting your gaze move around the room
- **pause** after main points, perhaps repeat them
- **use** signalling words, e.g. *There are three issues I will address... First... Second...Third. Finally...*
- **conclude** by tying your main points together



After your presentation

- if your audience has questions, attempt to answer them but don't feel you have to know everything. If you don't have an answer, offer to get their contact details to give a considered response
- ask for constructive feedback from lecturers, tutors and fellow students – find out what you did well and what you can improve
- review the feedback you receive in relation to
 - the content (aims, structure, evidence, message/purpose, visual aids)
 - the delivery (voice, confidence, eye contact, body language)

Powerpoint tips

- use bullet points and short succinct sentences
- include key points only
- use a font size all in the room can see, e.g. at least 24 point
- include visuals: diagrams and photos
- keep it simple - especially colours and images
- avoid using distracting animations and sound effects
- use a 'clicker' so that you can move around the room

Like this Survival Guide? Why not check out...

Survival Guides: *Making the most of tutes, Introductions and Conclusions, Speaking in English, English vocabulary*

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Any suggestions?

We'd love to hear from you. Email us at study.smarter@uwa.edu.au

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