

Section Four: Presentation Skills

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AN INTRODUCTION TO PRESENTATION SKILLS

Giving a presentation is an extremely difficult thing to do for most people. It requires, most importantly, self-confidence, as well as thorough knowledge of the presentation topic. There are certain elements that are necessary for every presentation, to ensure that the topic is discussed completely.

Here are a few tips to help you in preparing and giving a presentation.

- ◆ An introduction, which should get the audience interested (see 'INTRO' below)
- ◆ The main theme, which should consist of five or six headings
- ◆ Summary and conclusions - go over what you have already discussed and leave the audience with some thoughts for the future

In other words

- Tell them what you're going to say
- Say it
- Tell them what you have just said

The introduction is the most important part of your presentation as it gives your audience the first impression of you and your presentation. Here is something to help you remember how to create an introduction

- I Interest** - how will you interest your audience?
- N Need** - What will you be presenting about? Why should your audience listen to you?
- T Timing** - how long will you be talking?
- R Respond** - when will your audience be able to ask questions?
- O Objectives** - what are the aims of the presentation? What will your audience take away from the presentation?

In planning what you will say in your presentation, remember:

The 5 W's

- Who?**
- Investigate potential audience
 - Background
 - Experiences
 - Culture
 - Gender
 - How much do they know already?
 - How many people?
 - What fears, expectations, or preconceived ideas do they have about you?
- What?**
- The subject matter
 - What is your overall aim?
 - OBJECTIVES - what must your audience know or be able to do by the end of your presentation?
 - What do you want your group to go away with?
- Why?**
- What skills are you trying to develop with the group?
 - Purpose of the visit - why you?
 - What specific skills or knowledge do you have to share with the group?
 - What are you trying to 'sell'?
- When?**
- When will the presentation take place?
 - Time of day/term - how attentive will your audience be?
 - How long do you have to give the presentation?
 - Is there sufficient time to prepare?
- Where?**
- Geographical location
 - To whom should you report?
 - Will visual aids be available?
 - In what facility will you be giving your presentation - school hall, lecture theatre, office, classroom?

AND NOW PRESENTING

What to do

- Cut up the situation cards and ask each student to choose one without knowing what is on it.
- Tell students they have to observe each other giving a one minute talk about the situation on the card.
- Allow 15 or 20 minutes preparation time and then ask each student to talk about the topic chosen.
- Ask the students to give feedback on each others' talks.
- The mentor should ask each student some of the following questions:
 - How did you feel about your own talk?
 - What could you do to make your talk better?
 - What are the problems to overcome (e.g. too little time to prepare, feeling nervous, not knowing enough about the issue, etc.)
 - Discuss what makes effective speakers (e.g. eye contact, body language, enthusiasm, clear, well thought out arguments etc.)

Alternatively the students can be asked to prepare a talk on any subject of their choice and the students and the mentor could provide the same form of debriefing outlined above. It may also be helpful if the mentor does a presentation as well, to provide an example once the students are finished with their presentations.

SITUATION CARDS

WHAT WOULD YOU DO IF YOU WERE MAYOR OF LONDON?	MAKE A CASE FOR OR AGAINST WEARING A SCHOOL UNIFORM
MAKE A CASE FOR OR AGAINST THE USE OF STUDENT LOANS	ARGUE THE CASE FOR WHY SOME FORM OF RELIGIOUS TEACHING SHOULD BE COMPULSORY IN SCHOOLS
ARGUE FOR OR AGAINST THE LEGALISATION OF CANNIBAS	MAKE A CASE FOR WHY SPORT SHOULD BE COMPULSORY IN SCHOOLS
MAKE A CASE FOR OR AGAINST THE USE OF CAPITAL PUNISHMENT	MAKE A CASE FOR OR AGAINST EUTHANASISA

SELLING YOURSELF FOR YOUR DREAM JOB

Ask the mentees to prepare a five minute presentation selling themselves for their dream job. In the past some mentors have used their human resources department to video the presentations and then got the group to give feedback to each individual on what they said and how they'd presented themselves. If you can get someone from HR to provide some professional feedback then this is even better!

Students may like to do this to help them for future job interviews. One past mentor suggests that his mentees realized that it is always better to prepare and practice things like this rather than "wing" it.

Check out www.actden.com for a fun online tutorial through PowerPoint and other software programmes.