

# Effective Presenting Skills



# Effective Presenting Skills

- **Who?**

- Julia Cartwright (Postdoc), Karen Olsen (Postdoc), Mary Schultz (PhD Student), Christy Till (Faculty)

- **What?**

- Session for Grad. Students & Postdocs to practise their presenting skills in a relaxed environment....plus there's pizza.

- **Why?**

- Presentation practise is really important!!!

- **When?**

- Every other Tuesday = Next opportunity = 24<sup>th</sup> Nov.

**Months/Years!**



**Perform Research/Collect  
Data/Have something to say**

**Months/Years!**



**Write Abstract/ Apply for a Job /  
Venue for Speaking**

**1-2 weeks**



**Get your slides / poster /  
artwork together**

**1 week (at least)**



**Practise as much as you can**

**1 hour**



**Prepare yourself!**

**DO IT!!**



# Preparing for your Presentation

## Who & Why...

**Know your audience.**

- Important to have an idea of who you will be talking to. A conference audience is different to a job talk, or an outreach event.
- What is the goal of the presentation? (Job/Outreach/Research/New ideas?)
- Think about adjusting your language and your presentation style to best fit with those who are observing.

## What...

**Know your subject.**

**Make sure that you know what you're talking about!**

**Anticipate potential questions, or problems with the work – No work is perfect!! Limitations are an important part of any type of research.**

## **Also...**

- Is this brand new work? – Make sure to give enough emphasis...
- Are you presenting your thesis or collaborative work? – Thank your collaborators/Funding bodies!

# Preparing for your Presentation

## When...

- It's important to plan in advance for your presentation.
- At least 1 week of preparation for ~40 min talk.
- Make sure that you have your data ready for presentation!

**e.g. If you have already submitted an abstract, have you achieved everything that you wrote about?**

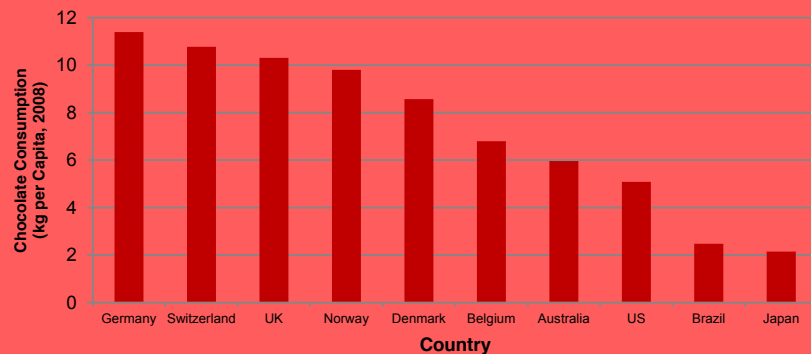
# **Slide Structure – example....**



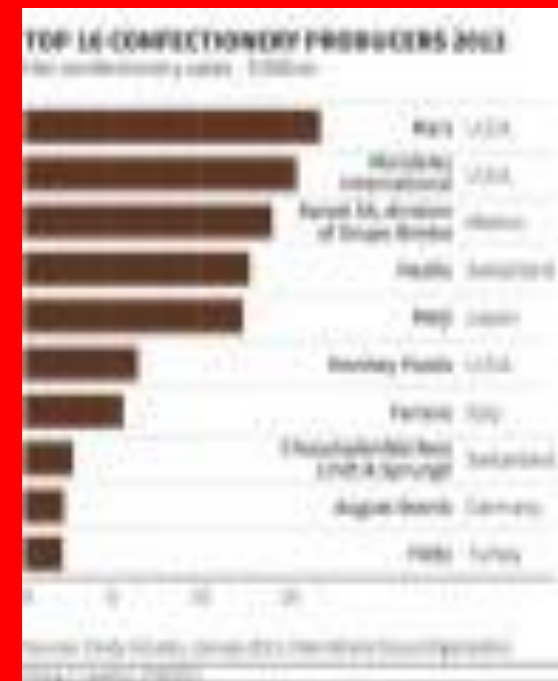
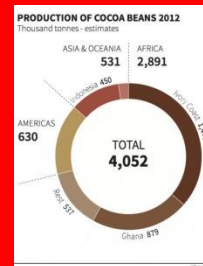
# Worldwide Chocolate Production and Consumption

## RESULTS:

This plot shows a plot of the chocolate consumption per pound per capita for different countries, as measured for the year 2008. As you can see from the plots, Germany in the major consumer of chocolate, the US is only 8<sup>th</sup> and Africa countries are not on the list.



- GERMANY IS A MINOR PRODUCER.
- USA IS THE MAJOR PRODUCER.
- NO PRODUCTION IN AFRICA!

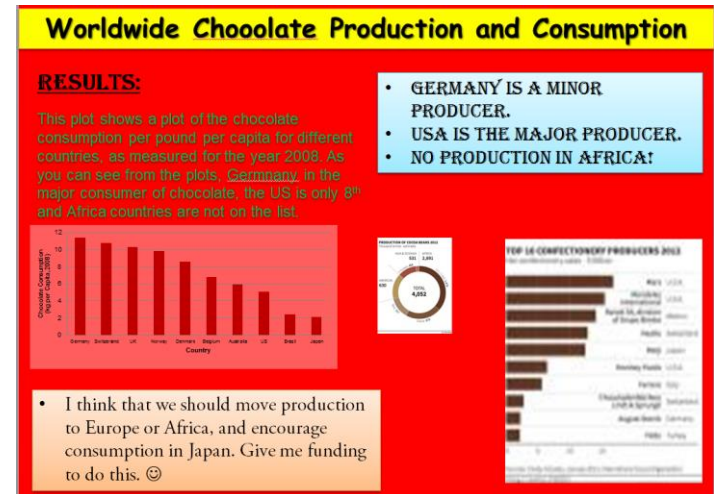


- I think that we should move production to Europe or Africa, and encourage consumption in Japan. Give me funding to do this. 😊

# Slide Structure – example....

## Example...

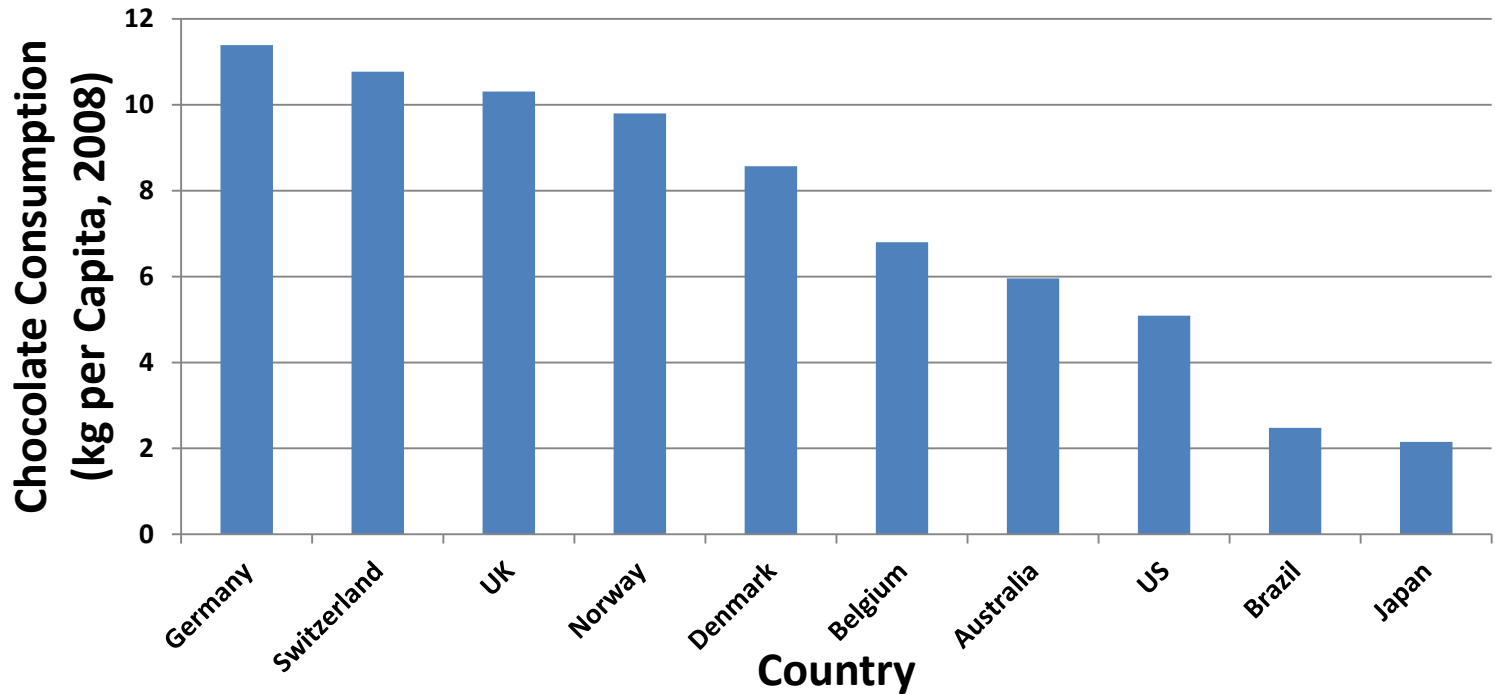
- **Color – terrible scheme.**
  - Colorblindness is a problem!
- **Plot size**
- **Font**
- **Spelling mistakes...**
- **Resolution of images**
- **Text – conversation rather than bullet points.**
- **Layout – crowded**
- **Data:**
  - Error bars?!
  - References?





# Worldwide Chocolate Production and Consumption

## Results:

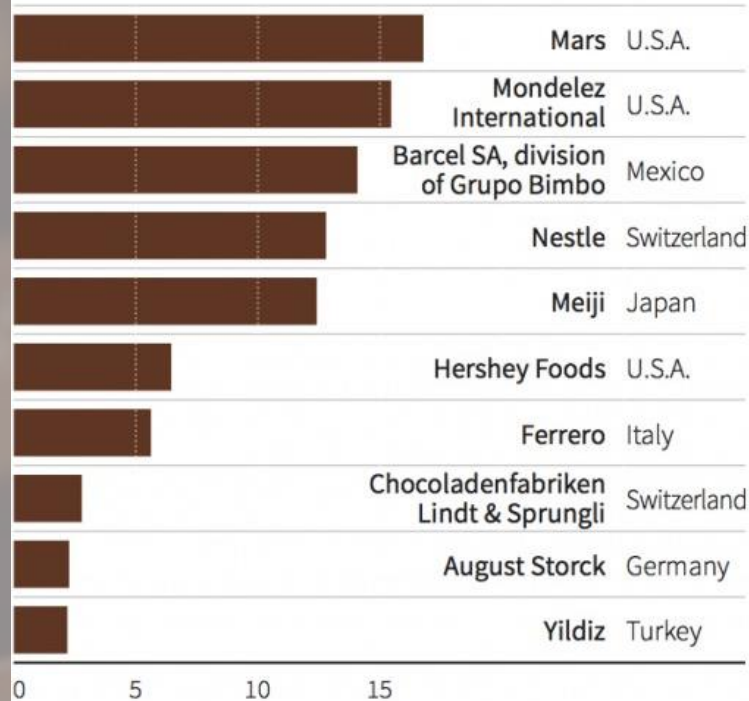


- Germany is the major consumer
- US is 8<sup>th</sup>
- African countries are not on the list!

# Worldwide Chocolate Production and Consumption

## TOP 10 CONFECTIONERY PRODUCERS 2012

Net confectionery sales - \$ Billion



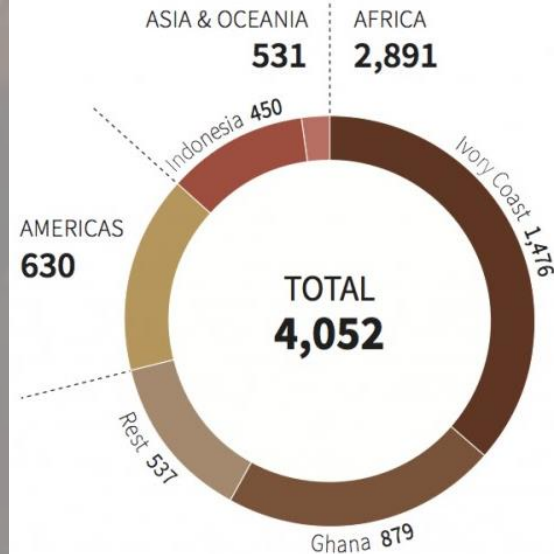
Sources: Candy Industry, January 2013. International Cocoa Organization

K.Pong, C. Trevethan 27/03/2013

- Germany is a minor producer.
- USA is the major producer.
- No production in African countries!
- African countries are the main harvesters of cocoa beans!

## PRODUCTION OF COCOA BEANS 2012

Thousand tonnes - estimates



REUTERS

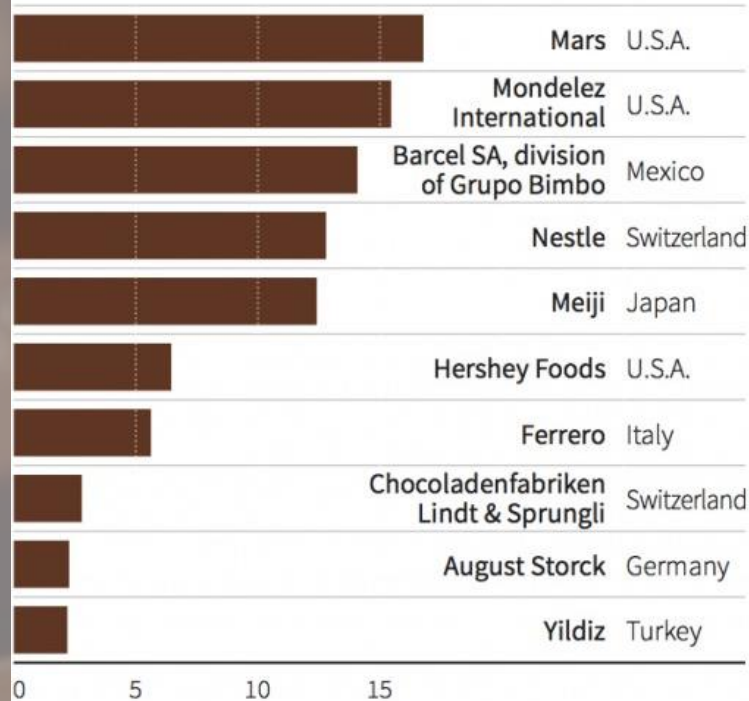
- Move confectionery production to Europe/Africa.
- Encourage more chocolate consumption in Japan & Africa?

# **Presenting Style – example...**

# Worldwide Chocolate Production and Consumption

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Net confectionery sales - \$ Billion



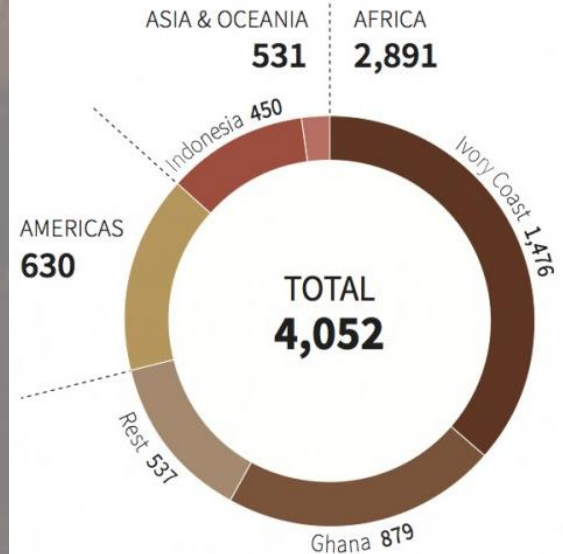
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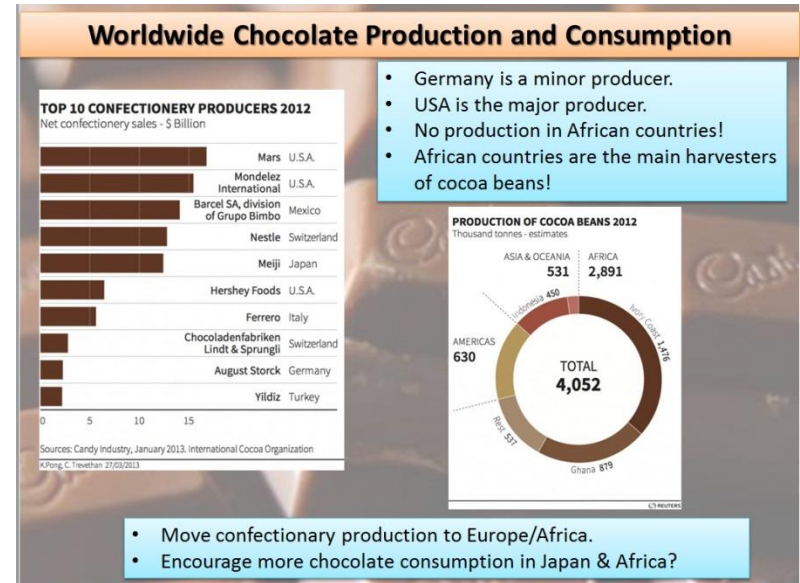
REUTERS

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# Presenting Style – example...

## Example...

- Consistency
- Speaking Speed
- Accent?
- Notes
- Movement



# Presenting Style

## Body Language & Sound:

Things to think about:

- Facial Expression & where to look?
- Posture
- Speaking speed/volume/pauses
- Responding to Questions/Comments/Criticisms

**SPEED**

**PITCH**



## Other points:

- Don't be arrogant!



# Prepare YOURSELF

## Appearance...

- Look professional, but be comfortable.

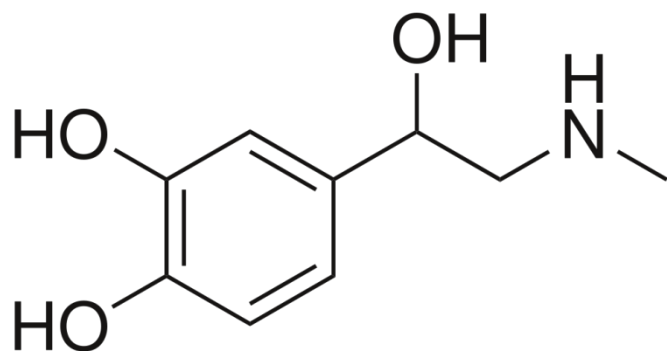
## Self...

- Get a good night's sleep the night before!
- Make sure that you have eaten!
- Drink water & bring a bottle with you.

# Prepare YOURSELF

## Nerves?!

- ...we all get nervous before talks. This is completely NORMAL.



Can be your friend!



## Techniques:

- Deep breaths.
- Get some quiet time beforehand.
- Listen to Music.
- Yoga/Meditation.

# During & After

## **BREATHE!**

- Drink if you need
- Take pauses/breaks

## **Don't be disappointed if...**

- People leave your talk...
- If you make a mistake....
- If the equipment fails....(the show must go on, unless it can be fixed quickly!)

## **Taking Questions:**

- Decide if you want to take Q's during or after your talk.
- Keep positive.
- Don't talk rubbish. If you don't know something, then say so!

# After

## RELAX!

- Celebrate!
- Follow up on questions – email/in person
- Remember lessons from the talk to help improve your next one!

