

Presentations for assessment.

A guide

WHY ARE PRESENTATIONS PART OF ASSESSMENT?

Being able to argue a point of view, persuade or inform a group of people are important skills for everyone. But they need thought and practice.

Anyone can improve their presentation skills:
use this guide and have a go.

**Download the
planning sheet
(bit.ly/MQUPres) in Word
to help you organise your
presentation.**

Top hiring criteria
(Graduate Careers Australia survey, 2014)

**Communication
skills 48.6%**

**Academic
results 24.3%**

**Teamwork
skills 22.4%**

EMPLOYERS SAY ...

graduates need to improve their business presentation skills, especially their ability to adapt their content to a range of audiences - team members, managers, clients, suppliers, investors and partners - and to “tell the story”.

Brainstorm and research

Brainstorm



Research



Design & build



Practise



Present!



Reflect



THINGS TO DO

Understand the task

Start with the presentation task description and rubric/criteria, but brainstorm your own ideas.

- Clarify with your teacher if unclear - discuss refining the task or trying something creative.

	Purpose	Audience	Result
	Is it to persuade, explain, critique, motivate... ?	Who is your audience? What do they know? What's in it for them?	What do you want to achieve? Win a client or contract? Sell your idea?
Example : A third year pitch to industry panel in a PACE subject	Present persuasive information. Inspire confidence.	Industry panel - experts, judging, will this work in industry? Teacher - expert, meets assessment criteria? Students - novice, information, how to improve?	Recognition and feedback from guest panelists - would they accept your pitch? A good mark.

Research the context

- If in a group, discuss ideas together - try mapping out your ideas. Put someone in charge of managing the presentation.
- Where to search? What to search?
 - Read around your subject - eg current events, key players/thinkers - via newspapers or online journals/blogs
 - Google and Wikipedia are good for an overview of a subject, but don't rely on them
 - Go to the relevant [libguide \(libguides.mq.edu.au\)](http://libguide.libguides.mq.edu.au) for your subject to search databases, journals and other publications.
 - Ask for help: tutor, librarian, lecturer, classmate.

Start early on your presentation plan

Don't leave it until the end of your project to think about your presentation.

DON'T FORGET

- ✓ Confirm date, time and venue
- ✓ Share group contact details
- ✓ Book practice pods (bit.ly/MQUlibPod)

Design and build



Focus on the audience and their needs:

the audience is the 'hero' of the story - your presentation should take them on a journey.

THINGS TO DO

Structure

Start with the story, not with the slides.

□ Outline the story:

- what makes it interesting for the audience?
Use real-life examples, surprising facts.

> Try starting with - a shocking fact; a

provoking question; an anecdote; or paint a picture, "Imagine...", "Did you know that..."

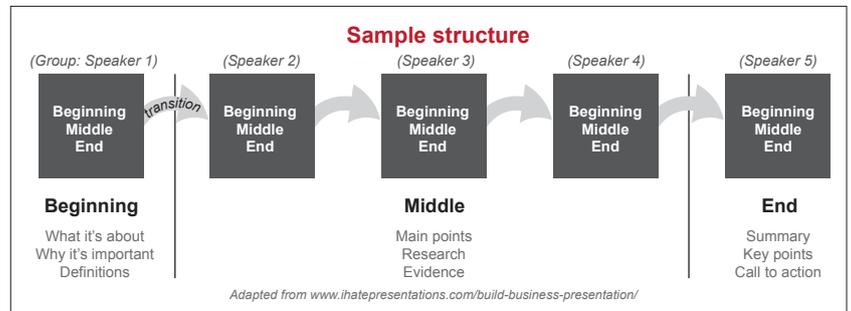
> Try ending with - a call to action or challenge; a quote that summarises your talk; finish a story you started earlier; repeat your opening argument. Tie it all together.

- what are the main points that help you with your goal?

□ Clear structure and flow

- Structure as a presentation - don't just re-hash a written report.

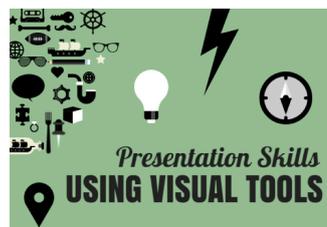
□ Allow 130-150 words/minute. A 5 min talk is 650-750 words.



Visuals

□ Purpose, audience and result - does your design support this?

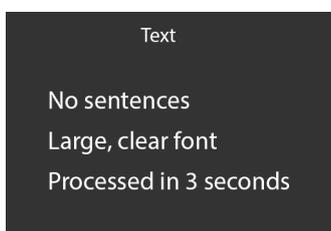
- Consider style - eg corporate or creative?



DON'T FORGET

- ✓ Check grammar, spelling
- ✓ Reference/credit any sources
- ✓ Anticipate questions - prepare answers
- ✓ Consider a handout for the audience if appropriate

□ Aim for clarity and brevity, with a common style (colour, illustrations, language) across slides



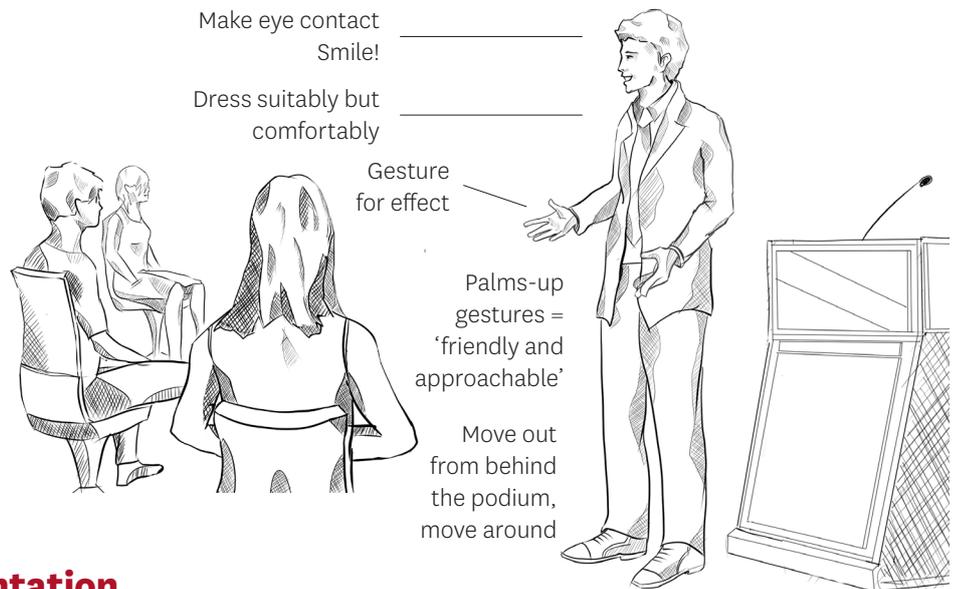
□ Try options besides PowerPoint (eg [Prezi](#), [Canva](#) or [easel.ly](#)).

□ Search for images that are properly licenced for your use.

[Creative Commons](https://creativecommons.org) ([search.creativecommons.org](https://creativecommons.org)) is a great place to look.



Athletes practise so they can perform.
So do presenters.



THINGS TO DO

Practise the whole presentation

- Practise out loud with visuals at least twice & with a timer - a group needs to practise together.
 - Use the **practice pods** in the library (alternatives: **MUSE**, online eg via Skype)
 - Video yourself and review: you might hate doing this, but it is a powerful way to improve performance.

Performance

- Check these aspects of your performance (or ask someone to check them for you):
 - Pace - not too fast (slow down!), fits into allocated time
 - Facing the audience and eye contact with everyone
 - Loud enough for all to hear
 - Not reading - using spoken rather than written expression.
Tip: visualise the points along the journey of your speech to remember (bit.ly/journeyNoNotes)
 - Speaking - light and shade (rather than monotone), expressive, enthusiastic, no words tripping you up
 - Confident with audience interaction and use of equipment
 - Body posture relaxed and confident. Gestures non-threatening (palms up) and friendly.
 - Facial expressions - enthusiastic? friendly? curious? welcoming?
 - Use transitions or signposts between sections and speakers, eg ('So that's why x is important. Now Jim will talk about y.' 'Thanks, Julie...')
 - Good answers to questions (have group members or a friend ask questions during practice)

Make sure the core point comes across clearly

DON'T FORGET

Before the day

- ✓ Check the venue, setup and technology
- ✓ Have a backup plan for technology - eg bring your files on a USB stick, email them to yourself and have printouts
- ✓ Re-confirm the date and time

On the day



Relax, take control: own it!

If you've done the preparation, the presentation should go smoothly; you can even enjoy it.

THINGS TO DO

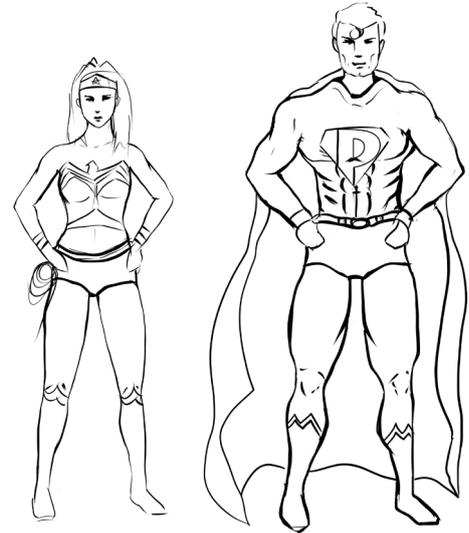
Preparation

- Pre-presentation warmups eg [power posing \(bit.ly/PowPose\)](https://bit.ly/PowPose), stretching/yawning, [vocal exercises \(bit.ly/VocalWarmups\)](https://bit.ly/VocalWarmups)
- Arrive and set up early. Check that file(s) are all working

Remember

Delivery

- Come out from behind the podium, remember posture and gestures.
- Look at everyone, not just the tutor!
- Ask a friend to smile at you from the audience
- Pause briefly in place of "umms" and "ahhs". Try a sip of water.
- If you make a mistake, acknowledge it and move on.
- If you are not speaking, smile and nod to support your fellow presenters.



Try a 'power pose' a few minutes before presenting. It will help boost confidence. Trust us!

Leading a discussion or Q&A

- Use 'open' questions that have more than one possible answer.
- If you ask for an audience response, wait 30 seconds - people need time to think.
- If asked a question, take time to think before responding (buy some time with "that's a very interesting question").
If you don't know the answer, admit it and say you'll look into it.
- Repeat hard-to-hear audience questions for the whole audience

Have fun!

Feedback and reflection



THINGS TO DO

On the same day as your presentation write your reflections down:

- Consider the feedback you received. What do you think about the comments?
- What did I/we do well what worked?
- What would I do differently next time?
- Were there particularly tricky audience questions? Why were they tricky?
- What worked/didn't work in other presentations I saw?

Presentation planning sheet

In Word (bit.ly/MQUPres)

Date of presentation		Time limit	
Topic			
Group members' contact details and availability			

Brainstorm and research



Purpose	Audience	Result

Tasks for group members	
Research terms and sources of information/ research/data.	

Design and build



Take-home message (what should the audience walk out thinking?)	
Possible audience questions	Responses

Presentation planning sheet

In Word (bit.ly/MQUPres)

Structure of presentation		
The story	Supporting visuals	Team member
Beginning:		
Middle (main points):		
Ending:		

Practice and preparation



Things to fix in presentation	
Things to watch out for on the day	
Who will bring the file(s) and material(s)	

Feedback and reflection



What went well, and why?	
What could be improved, and how?	
What worked well in other presentations?	

