# Making presentations

- preliminary points
- Video 1: bad practice / good practice
- points to watch

# Preliminary remarks

- what are presentations for?
- what are the main pitfalls?
- identify them in Video

# Points to watch

- clearly define the topic and organisation
  - what I'm going to say
  - how I'm going to say it
- use key word triggers
  - avoid wordy slides/OHTs
- rehearse
  - practice with colleagues
  - timing & structure

# Common mistakes

- reading your text
- not speaking clearly
- too many acronyms
- too many PowerPoint features
  - what does this add to the presentation?
- style or content
- timing

# Marking presentations

- Introduction
  - clear, appropriate background
- Main body of talk
  - organised
- Conclusion
  - draws ideas together
- Structure
  - logical development of argument

# Marking presentations

- Delivery
  - voice projection
  - body language
- Visual aids
  - appropriate use
- Questions