



Presentations are important in both academic and professional settings. Delivering an excellent presentation requires a number of skills: researching, condensing and evaluating sources, and presenting this information in an understandable way.

Preparation

Preparation for your presentation is very important. The first two questions to consider are:

- **Who are the audience?** *Academics? Peers? Children?*
- **What is the purpose of the presentation?** *To inform? To persuade? To explain results?*

Keep these answers in mind to ensure the information included in the presentation is suitable and focused.

Research

In the same way you would research for an essay, you need to conduct research and take relevant notes of information you want to include in your presentation. This stage is very important for you to develop your ideas and formulate your objectives for the presentation.

Plan

Using your notes, plan a sequence of the key points you want to make. Remember to focus on key themes one at a time, planning to cover one key point per slide.

Presentation structure

Introduction: Here, provide the audience with an overview of what you will be covering in the presentation:

- “Today I will inform you about...”
- “In this presentation I will explain the...”
- “This morning I will illustrate the complexity of...”

You also need to summarise the aims and the outline of your talk using signpost phrases:

- “I will concentrate on the following points...”
- “First of all...Then...This will lead to...And finally...”

Body: This is where you present the main points of your presentation in logical order. Ensure you have clear headings for each slide. Try to stick to making one point per slide, ensuring ideas clearly follow from one point to the next. Make it absolutely clear when you move on to a new point:

- “Right. Now I would like to explain...”
- “Of course, we must not forget that...”
- “However, it is important to realise that...”

Conclusion: this is where you provide a clear summary of everything you have covered:

- “So, in conclusion...”
- “My intention was... and it should now be clear that...”

Presentation formatting

Keep it interesting:

Use a range of resources and materials, including visuals and audio – but choose these selectively and make sure they are relevant.

Keep it clear:

The font you use should not be less than 24 point.

The slides should be easy to read, with good quality images.

Keep slides uncluttered – don't try to cram all the information you want to say on to the slide itself.

Presentation rehearsal and delivery

Rehearsing your presentation is vital: this is the only way to work out your timings and what to cut.

Key rehearsal tips:

- Highlight the key points in your presentation, and think about how to develop these.
- Come prepared to the presentation able to develop on these points – this will ensure you are not simply reading straight from the slide, and keeps the presentation interesting for the audience.
- Prepare yourself for questions – think about possible questions the audience may ask.
- Have a backup – slides can be handed out in person or shared through Teams Chat or email. Ensure you have a plan B if your connection is poor or video does not work.
- If you are delivering your presentation online, make sure you are confident with the tech – digital training can help you build confidence using Microsoft Teams and other software. You can access more information and book on to a tutorial on the [Digital Resources webpage here](#).

Key delivery tips:

- It's important to be confident: engage with your audience, smile, and be open.
- If you make a mistake, try not to panic – take a breath, stay positive and carry on.
- Set a pace that you are comfortable with.
- If you take questions, listen and be attentive to feedback – respond positively, not defensively.

Support

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