

First aid for...

PRESENTATIONS

Make your presentation a success in 7 steps!

1

My story in 1 sentence

Read and analyse your assignment thoroughly:

- What is your goal?
 - Define your subject.
-

2

My audience

- For which audience will I have to speak?
 - What does my audience already know about this topic?
 - Where are the possible sensitivities?
 - What views or questions can I expect?
-

3

The plot of my story

Think about what you can discuss about your topic. Select what is strictly necessary for your assignment.

4

The structure of my story

A good presentation consists of a beginning, a middle and an ending.

Be sure to think about your beginning.

Try to avoid 'I'm going to talk about...'; start with a quote, a personal story, a cartoon, a headline.

Your ending also deserves extra attention: what message do you want your listeners to take home?

5

Shaping my story

Keep the following in mind when creating your PowerPoint or other digital presentation:

- Ensure uniformity of font and layout.
 - Avoid too much text and long sentences.
 - Use max. 7 bullets per slide and use an image from time to time instead of bullets with text.
 - Limit the use of "animations" available within PowerPoint.
 - Complex tables and graphs are sometimes difficult to read from a distance: if necessary, provide them 'on paper' as well.
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6

Practising

- Practise using keywords.
 - Do not learn a text by heart, but tell your story.
 - Practise in front of an audience or a mirror or make a recording. Ask for feedback.
 - Use the checklists on the next page when practising.
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7

D-Day

Are you tense? Are all sorts of doom scenarios flashing before your eyes? If you have followed all the previous steps that are part of the key to success, you are well prepared!

It is exciting, but believe in yourself! Just do your best! It is also pointless to think in advance of everything that could go wrong. It doesn't matter if you can't think of a word or if your voice shakes, ...

Do some relaxation exercises beforehand, practise abdominal breathing. If possible, allow some time for a brief review of your presentation.

Go for it!

PRESENTATION CHECKLIST



CONTENT

Complete the questionnaire to check whether you are well prepared in terms of content for your presentation.

What is the title?
What is the objective?
Who is your audience?
How to start the presentation?
How do you end the presentation?
How long is your presentation?
What are possible questions?



PRACTICAL MATTERS

Check with the following questions whether you have taken into account all practical matters for your presentation.

- | | |
|---|--|
| <input type="checkbox"/> Check of PowerPoint? | <input type="checkbox"/> Sound (microphone, speakers, etc.)? |
| <input type="checkbox"/> Check of videos? | <input type="checkbox"/> Off campus: Stable internet?
No nuisances? |
| <input type="checkbox"/> Slides on paper, cards? | <input type="checkbox"/> Clothing: appropriate and comfortable? |
| <input type="checkbox"/> Presentation on USB, on One Drive? | <input type="checkbox"/> |
| <input type="checkbox"/> On campus: Room? Projector? ... | <input type="checkbox"/> |