

HOW TO BE AN EFFECTIVE PRESENTER

FATOU SECKA



*Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq.
We are all treaty people.*

*We acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here
for over 400 years.*

WHO & WHAT WE ARE

A welcoming, safe, inclusive space for learning and adapting to academic writing across fields

- **Online reviews**
- **Video conferences**
- **Synchronous Drop-ins**
- **Academic integrity assistance**
- **Writing week online for grad students**
- **Applications & personal statement assistance**
- **Seminars**
- **Thesis Check-ins**



DALHOUSIE
UNIVERSITY

Writing Centre

writingc@dal.ca



OVERVIEW

- Presentation challenges
- How to plan and structure a presentation
- Presenting with confidence and dealing with nerves



PUBLIC SPEAKING FACTS

- “Public speaking doesn't come naturally to everyone. In fact, it can strike fear into the hearts of many people at the mere mention of standing in front of people and delivering a presentation” (Young, 2020).



**WHAT DO YOU
STRUGGLE WITH?**



COMMON CHALLENGES

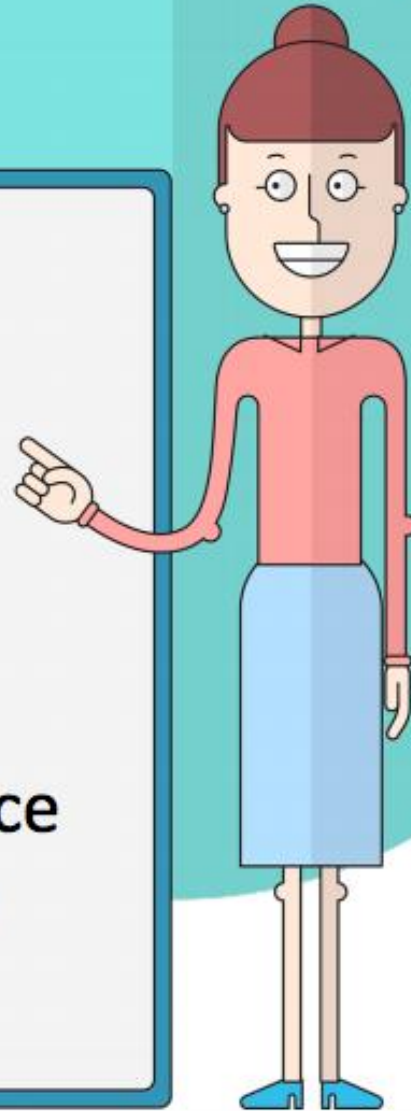
- Pre/Presentation anxiety
- Overwhelming yourself and your audience
- Lack of understanding
- Forgetting what to say
- Poor body language/ Lack of enthusiasm



Remember

You do not
appear as
nervous as
you feel!

Your audience
support you



A SCIENTIFIC STORY

Presentations are meant to convey a captivating story



PREPLANNING QUESTIONS TO ASK

- What is the purpose and goal of your presentation
- What are you trying to show/What is the main takeaway message
- Who your audience is



SETTING THE MOOD

- Outline a roadmap
- Tell your audience what to expect
- What your preference is when it comes to questions



GENERAL PRESENTATION STRUCTURE

INTRODUCTION

Background information that helps the audience understand the topic and grab their attention.

BODY

This is where you provide content of your research.

SUMMARY/CONCLUSION

Key/Main message to take away. Restate important facts.

INTRODUCING YOUR TOPIC

- Tell a captivating story
- Ask a thought-provoking, engaging question
- State an attention grabbing fact/statistic
- Share a quote



CONTENT TO INCLUDE - INTRODUCTION

- Introduce your general topic/What led to your chosen research
- State the challenges/Gap identified in your topic
- What motivated the research/Why is it relevant
- State the purpose of your research



CONTENT TO INCLUDE - BODY



Discuss

Discuss your main points/Design approach

State

Clearly state links between ideas

Develop

Develop ideas with vivid examples and details

CONTENT TO INCLUDE - CONCLUSION

1

Restate the purpose of your presentation and reiterate your findings

2

Present a summary of the main points, the implications, and relevance of your topic

3

End with a thought-provoking takeaway and mention an identified gap

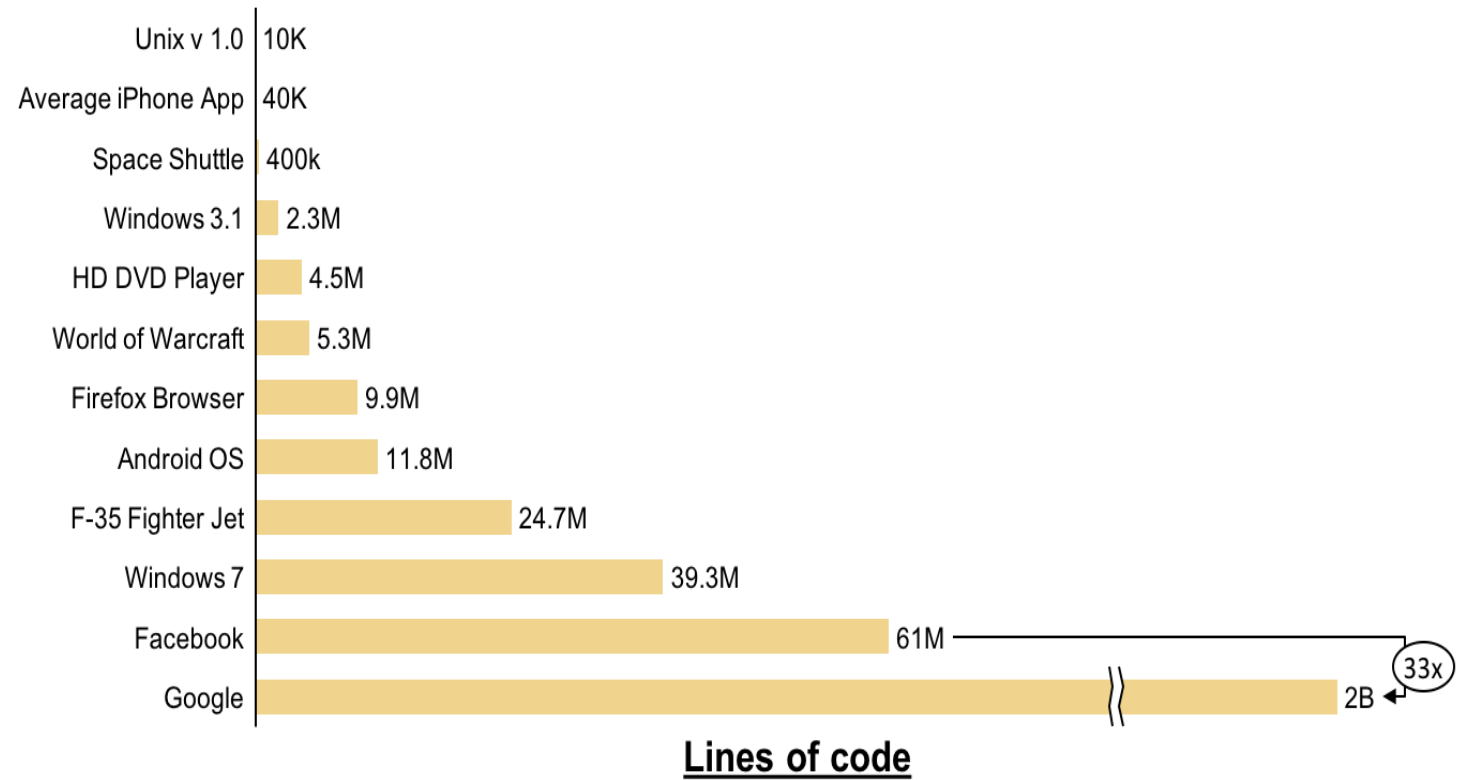
HOW TO STRUCTURE YOUR SLIDES

- Use headings
- Be as concise as you can be - use short sentences
- Use bullet points – Prompts
- Points should be in logical order
- Check grammar and spelling
- Put intricate information in an appendix



HOW TO STRUCTURE YOUR SLIDES

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Source: thenextweb.com

Lines of code

33x

1. Use the restroom.



2. Check yourself out in the mirror.



3. Check out the meeting room set-up.



4. Take several deep belly breaths.



5. Focus on positive thoughts and images.



6. Exercise lightly.



7. Assume a standing position prior to speaking.



8. Avoid your phone.



9. Focus on giving.





HOW TO DELIVER YOUR PRESENTATION

- Look and dress professionally
- Speak confidently / Clear tone
- Engage your audience and make eye contact
- Do not forget to smile and be enthusiastic
- Do not make up answers to questions

The Rule of Three

1

Give a compelling structure to your presentation

2

Keep it simple

3

Keep your audience engaged



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RESOURCES

- [Schewchuk J. \(n.d.\) Giving an academic talk](https://people.eecs.berkeley.edu/~jrs/speaking.html)<https://people.eecs.berkeley.edu/~jrs/speaking.html>
- Presenting and public speaking tips https://www.youtube.com/watch?time_continue=102&v=Q5WT2vweFRY&feature=emb_title
- <https://virtualspeech.com/blog/how-to-structure-your-presentation>
- How to Structure your Presentation, with Examples - <https://virtualspeech.com/blog/how-to-structure-your-presentation>
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THANK YOU FOR LISTENING!

Questions?

