



2023

PERSONALISED LEARNING

22-23

BA30030E



Week 8

: Developing Presentation Skills

Before we start...

- Have you swiped your card on SAM for this class?
- Have you swiped your card on SAM for other modules?
- Do you have any questions or queries from the classes so far?



STRUCTURE OF TODAY'S CLASS

- Announcements
- Recap of last week's class
- Overview of this week's lecture
- Today's seminar activities

By the end of today, you will:

- How to identify the key elements of a successful presentation.
- Recognise common presentation pitfalls



Have you?

- **Assessment** – Read the assessment brief to understand the components of the assessment. They are important. - You need to start preparing and gathering questions for the next session.
- **Take-Home Exercise:** Attempted the take-home exercises and understand how they apply. How about all other independent study activities?
- **Any questions?**





RECAP

- UWL Library Tour Feedback.



- What are the three key things you learnt from your library tour?
- How can the UWL library help you to become a successful student?
- Who are the top 3 authors in your field of study?
- What is the title and the name of the author of the book you collected from the library?
- Where can you find relevant resources for your field of study?

This Week

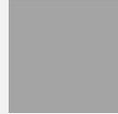
Referencing and Plagiarism

Developing Presentation & Interview Skills

Learning Outcome



Identify the key elements of a successful presentation



Recognise common presentation pitfalls



Presentation preparation



Reflect on your strengths/areas for development



Work on Intro to Business presentations



Presentation Skills



Learning to present

- When do you think, you might have to do a presentation?
 - Seminar
 - Assessment
 - Class/group discussions
 - Interviews
 - Work – presentations/pitches

Why are students asked to give presentations?



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How useful is the skill of public speaking?

- Helps you connect with people
- Makes you more competitive/desirable in business
- More likely to gain leadership position
- Makes you more influential
- Can motivate others



This week's Activity

Complete Activity 1:

- Reflect on your presentation skill (**next slide**)
- Complete Activity 2: (slide 16 & 17)**
- Presentation Skills. Watch the videos and base your answers on the 2 presentations
 - Use the Handout to answer the following questions about the presentation.
- Discuss. Deliberate. Decide.**

Activity 1: Consider the following



1. Do you have experience of delivering presentations/presenting ideas to a group?
2. If so, which aspects do you think made it a successful presentation?
3. Which aspects did not go so well?
4. What do you think makes a successful presentation?

Activity 2

Think about the presentations you have seen or heard in the past. What were the elements of both good and poor presentations?



| POOR PRESENTATION | GOOD PRESENTATION |
|-------------------|-------------------|
| | |

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Good/bad presentations

- What issues can be identified from this presentation?
- <https://www.youtube.com/watch?v=3kgtpl4Q5OY>
- Common pitfalls
- Can you identify with any of the things discussed?
- <https://www.youtube.com/watch?v=MjcO2ExtHso>

Source: Keele University

The Stages of a Good Presentation

- There are six main steps to giving a good presentation:
 - Knowing the audience
 - Understanding the Task
 - Preparation
 - Planning
 - Delivery
 - Evaluation

Presentations and written work – differences

| Variable | Presentation | Written Report |
|-------------------|---------------------|-----------------------|
| Medium | Vocal & visual | Silent & visual |
| Time | Constraint | No constraint |
| Audience | Many | One |
| Delivery | Several people | One person |
| Length | Tight limit | Loose limit |
| Variables | Many & uncontrolled | Few & controlled |
| Production | Complex | Simple |

TIME FOR A BREAK



How do you feel about speaking in public?

- **Speaking in public is a more common fear than snakes, spiders, or death**
- **Common fears:**
 - I'm shy!
 - I won't know what to say!
 - People will laugh at my accent!
 - I'll pronounce a word wrong or use bad grammar!
 - I'll panic and my mind will go blank!
 - People will think I'm stupid!
 - I'm not sure how presentations work!
 - I just can't do it!

Coping with anxieties

- Relax, just be yourself
- Remember our audience is just like you/us
- Audience not looking for faults in your speaking
- Do not act embarrassed over slips/mistakes
- Show interest in your topic
- Show audience importance of your message

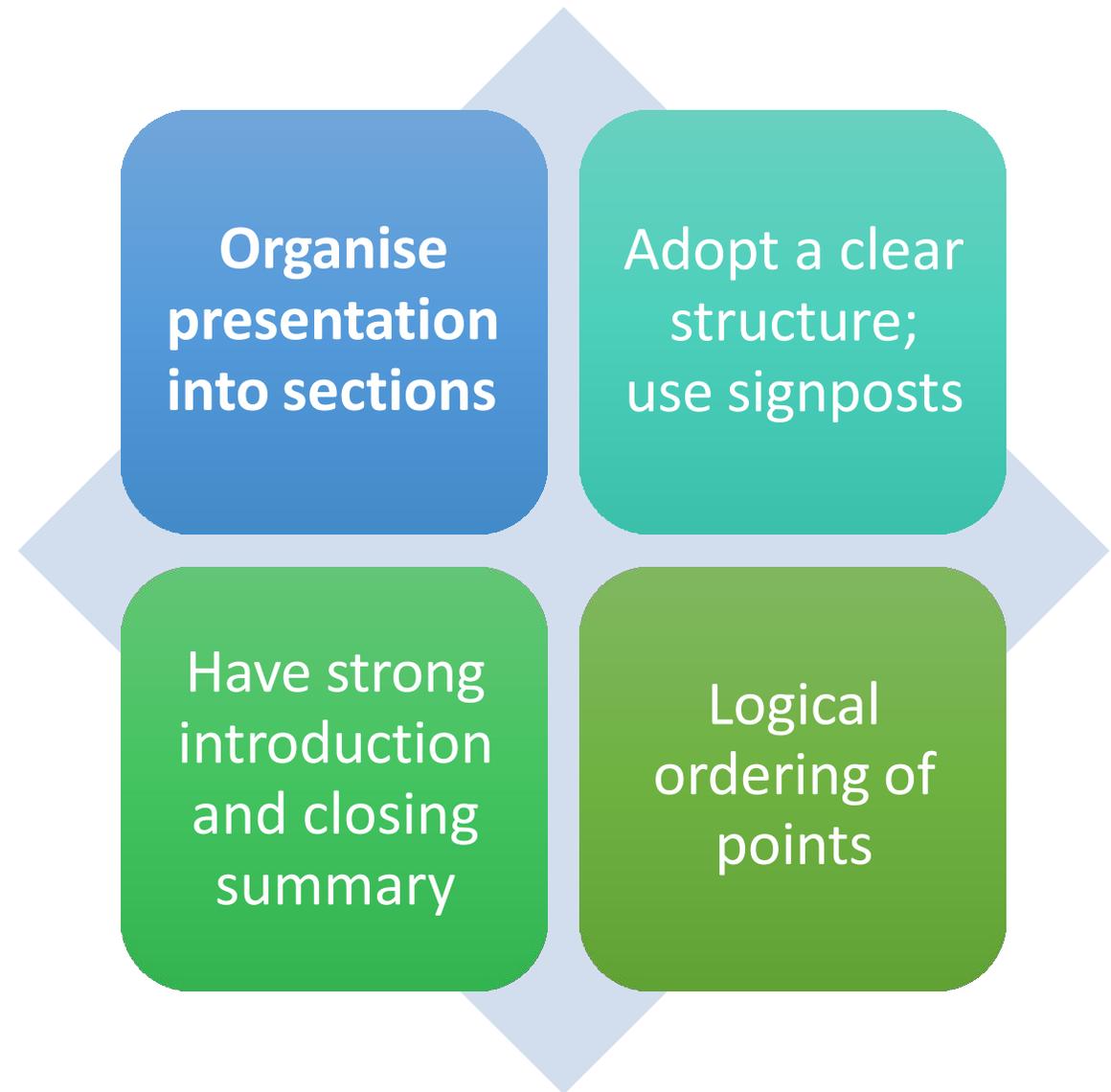


Common presentation pitfalls

1. Talking too long/much/not enough
2. No logical structure
3. Reading presentation slides/script/notes
4. Poor use of PowerPoint
5. Talking **AT** your audience instead of **WITH** your audience
6. Lack of eye contact
7. Too little preparation
8. No practise



Preparing your presentation



Goal and Objective

- State the desired goal
- State the desired objective
- Use multiple points if necessary
- Any relevant historical information
- Original assumptions that are no longer valid
- Any relevant historical information
- Original assumptions that are no longer valid
- Summarize the results if things go as proposed
- What to do next
- Identify action items
- State the vision and long term direction

Gender Equality in Japan

-According to the latest reports from the Japanese Ministry of Labor, 72% of part-time workers in Japan are women. This is the highest rate reported yet. The number of part-time workers has been increasing for years. For many women, full-time employment is not available, or their family obligations makes it impossible for them to keep fulltime hours. Below are some comments from some prominent Japanese politicians:

- "Japanese work office environment is not yet conducive for promoting gender equality."
Shojo Nishimoto
UNDP
- "The conservatives...want to keep Japanese society traditional."
Keiko Higuchi
Tokyo Kasei University



72% of part-time workers
in Japan are women



72%



Good/bad presentations

- How does Obama engage his audience?
- *See how much impressions Obama makes in 3-4 mins*

<https://www.youtube.com/watch?v=NxFkEj7KPC0>



Successful
presentations
involve

- Interesting topic
- Appropriate body language/eye contact
- Passionate/interested presenter
- Informative content/research/
- Interaction with audience

Successful
presentations
involve

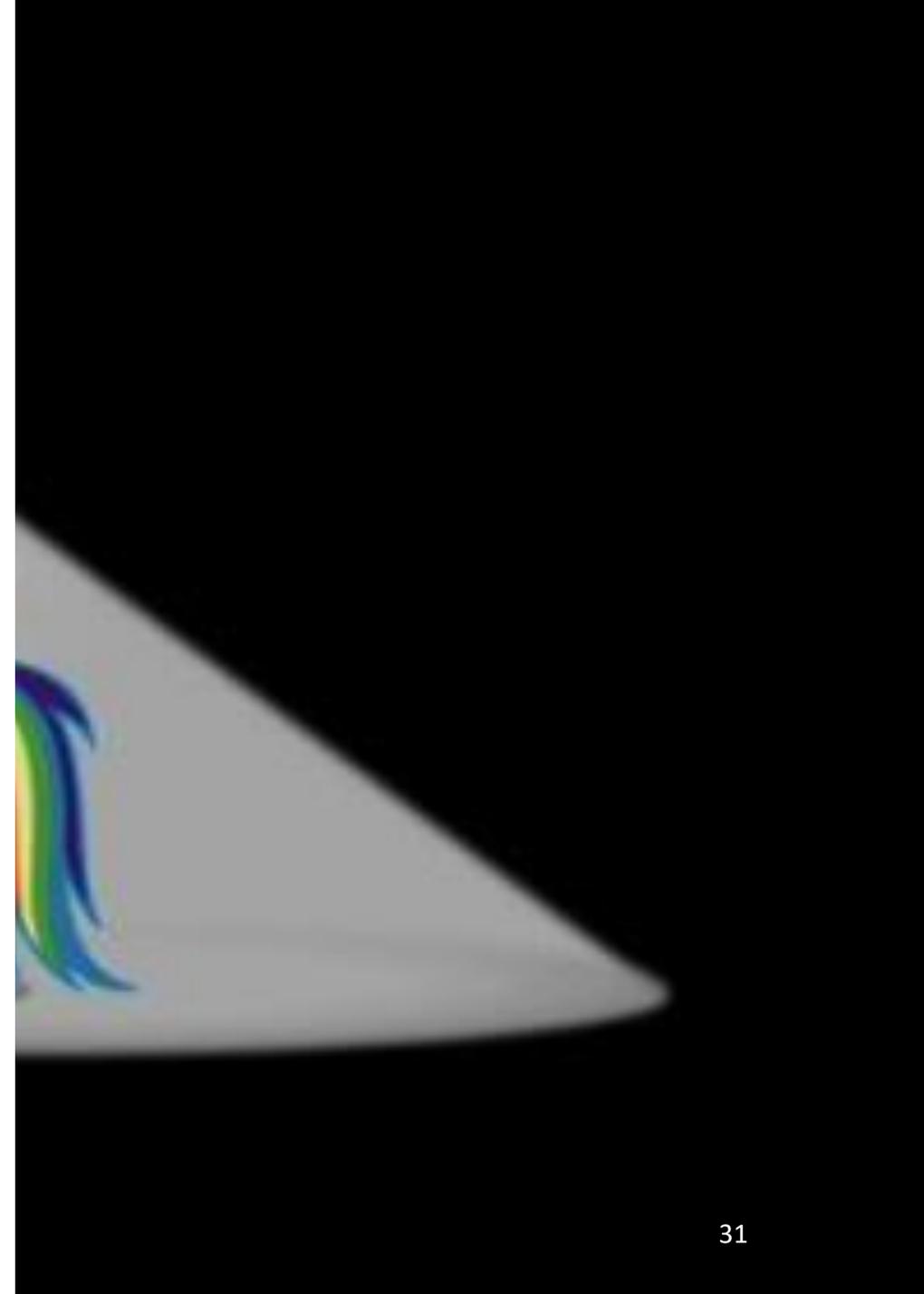
- Suitable language, explain specialist terms
- Speaking slowly
- Clear/logical structure
- Imaginative use of audio visuals/props
- Appropriate use of handouts, PowerPoint

The Purpose

- Clarify purpose/aims of presentation
- What is message to audience?
- What will audience gain from presentation?

Preparing your presentation

- How to make the presentation memorable for audience?
- *Informative/entertaining examples*
- *Props*
- *Visual aids*
- *Activities to encourage audience participation/interaction*



Prepare cue cards



Body language – important or not??

- Face-to-face verbal communication can be divided into three main parts:
 - The words that are spoken____%
 - The way the words are said (e.g., intonation, pace, volume) ____%
 - Body language____%
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- ***What do you think is the relative importance of each of these in communication? Write down a percentage for each, totalling 100%.***

Figures are from Professor Albert Mehrabian's Communications Model – the world's leading research on this topic)



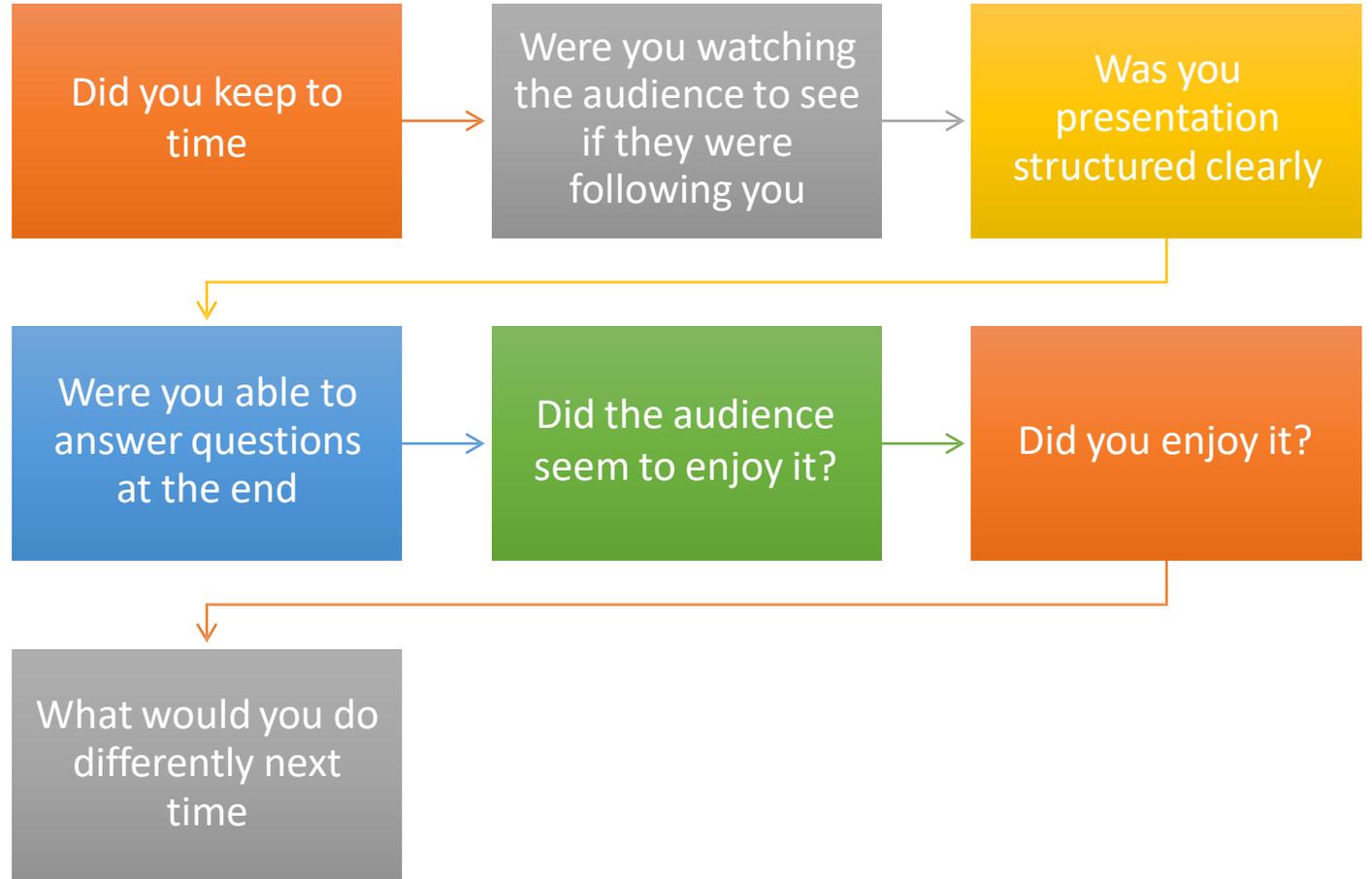
Body language

- The words that are spoken **7%**
- The way the words are said (e.g., intonation, pace, volume) **38%**
- Body language **55%**

Body language

- Tips on body language, what do you think they might be?
- Now watch the short video giving advice about body language
- Note down the advice what are the tips?

Evaluation



Your role as an 'attende'

You can help make other people's presentations better by:

- Listening carefully
- Using encouraging body language
- Showing interest
- Not sitting there in 'stunned silence' at the end
- Asking useful questions when invited at end, or –
Commenting on something that interested you

Delivery - General Advice

- Be confident—you should be if you have prepared.
- Be enthusiastic!!!
- Don't read from notes—use cue cards/prompts
- Make your presentation tell a story
- Use pictures—graphics/mental images—to convey the message

Delivery - General Advice

Put yourself in the listener's shoes first, last, and always

- Practice, dry run, practice, revise, practice, edit, practice
- Talk with one member of the audience at a time, but include them all eventually
- Be supportive of others then you can expect their support in return

Next Week's Plan

Group practice presentation:

Details can be found on slides 38 and 39

- Maximum of 5 slides
- 10 minutes speaking time



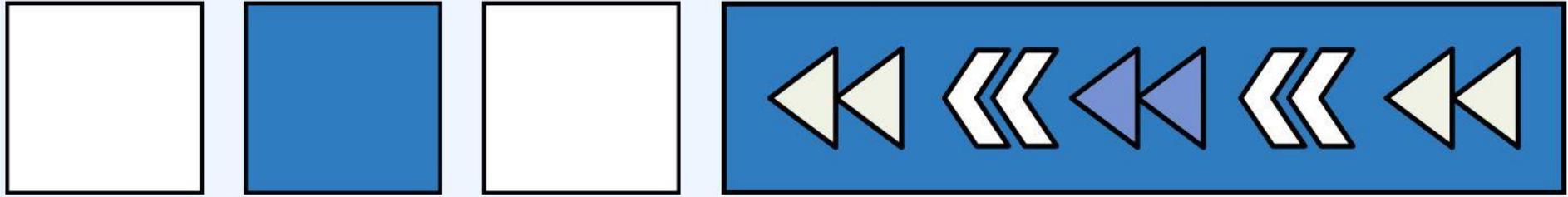
Seminar Activity 3

- In your group of 5 students, prepare a presentation on the following topic:

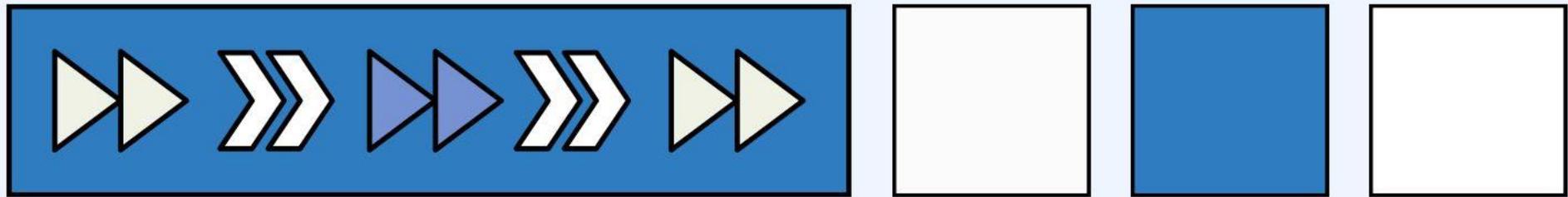
How students should deal with assessment anxiety

Your group
presentation –
Introduction to
Business

- Sit together with the people in your group and work on developing your presentations
- Think about the techniques discussed today for planning/delivering your presentations
- Presentation to be delivered next week.



THANK YOU!



WHAT NEXT:

Take Home Exercise

To support your learning.

Revise Ahead

To prepare for next class.



Contact Your Tutor

For module specific inquiry.

Assessment

Understand the expectations and plan ahead.

What is Academic Success for PL?

- Academic Success is the ability to 'practicalise' the conceptual, theoretical and subject knowledge with a specific goal.

Dr Francisca C Umeh

