Topics for today

1. Key features of a good presentation
2. Basic structure of presentation
3. Planning the content
4. Presentation style
5. Handling question time
6. Practical advice
Key features of a good presentation

1. Good structure

2. Good content

3. Good presentation style
1. Structure – basic elements to include

- **Title** (descriptive)

- **Statement of contents** of presentation

- **Introduction/background** to the issue/topic – info necessary for audience to understand

- Clearly stated **research question**

- **Rationale** – why this question is worth investigating
Structure (cont)

- **Method** – how you are going about answering your question, and why you have chosen this method

- **Relevant literature** (academic, policy, etc)

- **Key ideas/concepts/approaches** etc

- **Timeline** – what you have done so far, what remains to do for completion, any problems encountered
Notes on structure

- You do not have to follow that order precisely, though you should include all elements

- Discuss with your supervisor the order that best suits your project
2. Content

- **Background:**
  - Refer to literature
  - Use newspaper or other media if appropriate
  - Use images if helpful
  - Don’t spend too much time on this
Content (cont)

- **Method**
  - All projects have a method – you must include this section
  - If you are collecting empirical data, you need spend longer and give detailed info re method of data collection, participants, etc
  - 1–2 slides
Content (cont)

- Literature
  - Identify major areas relevant to your topic
  - Key points, findings etc in each area
  - Include specific references to important articles, books, authors etc
Content (cont)

- **Key ideas etc**
  - Explain to the audience some of main ideas, concepts, approaches, frameworks etc that you will be using in the analysis and discussion of your research.
  - For literature-based projects: include any analysis of concepts and/or arguments that you have done so far.
  - For empirical projects: if you have already collected data, describe what you have collected, and briefly present an analysis you have done, even if not complete. (If data collection has not been done yet, describe how and when it will be done in your timeline.)
3. Presentation style

DON’T BE TOO FANCY !!

- Use powerpoint slides (or overheads) to provide structure – not to overwhelm the audience!

- Not too much text or info on each slide – make sure it is big enough to be visible

- You do not have to read out everything that is written on each slide (esp references – just for audience to see)

- Not too many images – just a few to capture attention, illustrate a point
Presentation style (cont)

- Don’t read directly from notes – speak to audience, engage with them

- Aim to sound scholarly and well-informed, but friendly, not pompous

- Don’t trail off at the end – make a definitive end-point
Handling question time

• Look at the person asking the question and listen to them

• If you don’t hear, or don’t understand, ask them to repeat

• Paraphrase the question, if you are uncertain what they mean

If I understood you correctly, you were asking whether ..
Handling question time

- Praise the question
  *that’s a good/interesting question, I’m glad you asked that …*

- If you don’t know something, just say so

- If you are uncertain, or there are different possible answers/views, just say so – acknowledging and enjoying complexity is highly valued
  *‘that’s a really difficult/complex issue. I’m still not sure what I think about that, some possible ways of looking at it are ..'*
Practical advice

- Aim to speak for 15 mins – you will actually speak for 20mins, but this will be OK.
- You can’t go faster than one slide per minute, so 15 mins = 15 slides MAX!!
- Practice beforehand to get timing under control.
Practical advice

- Speak to the audience, not to the screen behind you.
- Look at the computer screen or your notes to see where you are up to.
- Speak S L O W L Y.
Practical advice

- Email a copy of your presentation to Lynn, as well as bringing it on memory stick or CD

- Print and bring one copy of your slides, so that we can quickly make overheads if we need to

- Arrive at your allocated room before the start of session