Graduate Prep Course

MODULE 4:
Presentations
Presentations

Learning Objectives:

- Review the elements of professional presentations
- Develop the content for presentations based on purpose and learning needs
- Plan an approach to the presentation delivery
- Develop effective slides for use during presentations
In the course of graduate study, students are frequently expected to prepare and present information to an audience.
Presentations

The following types of presentations may be required:

- Participation in informal discussions of readings
- Posting of information in online discussion groups
- Facilitation of class discussions related to your written papers
- Preparation and presentation of posters
- Facilitation of a learning module in the classroom
- Presentations at university events or local, regional or national professional meetings

Carlow University has developed an Oral Presentation Assessment rubric for graduate students. Access under Course Documents.
Presentations

Steps in presentation preparation

D - Design your plan for the presentation
D - Determine the purpose and type of presentation
A - Assess the learning needs of the target audience
D - Develop the content based on purpose and learning needs
P - Plan the implementation strategies
R - Review the resources and space available at the location
Presentations

Design your plan for the presentation

Vella’s (2002) Seven Design Steps:

1. Who → Who are the learners?
2. Why → What is the purpose?
3. When → What is the time frame?
4. Where → What will the location be?
5. **What** → What skills, knowledge, and attitudes will comprise the content?

6. **What for** → What are the cognitive, affective, and psychomotor objectives?

7. **How** → What strategies will be used to assess learning needs and facilitate learning?
Determine the purpose and type of presentation

**Informative presentations** → provide factual information in an organized and logical format

**Instructional presentations** → promote learning of a new skill or knowledge based on learning objectives

**Persuasive talks** → attempt to convince the audience to accept the view by building a case through evidence and emotion
Presentations

- Assess the learning needs of the target audience to determine strategy
  - Tailor the content to the audience
  - Assess education, background, experiences, age ranges, and learning needs
  - Assess their motivation for learning and the relevancy of the content for them
  - Determine the group dynamics and group leaders
Presentations

Purpose + Learning Needs = Content

Ensure that you are knowledgeable enough to:

- Gain respect from your audience
- Support the information with evidence
- Deliver information at the appropriate level of complexity
- Answer questions with confidence
**Presentations**

Use a variety of information in your presentations:

- Evidence based literature
- Narratives and stories from actual practice
- Relevant quotations
- Case studies
- Data and statistics
- Hand on practice and evaluation
- Audio-visual supports
Presentations

Include an *introduction* to:

- Clearly state the purpose of the presentation
- List the learning objectives and expected outcomes
- Briefly summarize key points to be covered
- Describe relevance to the learners to hold their attention
Presentations

During the *body* of the presentation:

- Present a logical, cohesive flow of ideas supported by evidence
- Use audiovisuals to reinforce complex thoughts or processes
- Organize your thoughts from the less complex to the more complex or provide information in chronological order
- Use outlines or handouts when appropriate to clarify information
Presentations

When concluding:

Briefly summarize the key points of the presentation
Reinforce the relevance of the information to the learners
Finish with a key point they will remember
Presentations

Plan the implementation strategies

- Presentations should be delivered with appropriate grammar and sentence structure
- Dress appropriately – practice professional dress when delivering presentations in the classroom.
Plan an effective delivery strategy:

- Speak clearly and slowly
- Avoid reading from notes
  - Use key word triggers on the slides
  - Use note cards with brief memory triggers
- Maintain eye contact with the audience
  - If apprehensive, look above the learners’ heads
- Employ visual aids for distraction
- Engage the audience as much as possible
- Practice delivery to ensure correct pronunciation
Presentations

- Keep time limitations in mind:

- Allow time for questions and discussion.
- May request assistance with a 5 minute and 1 minute signal from the instructor or meeting facilitator.
Presentations

- Review the resources and space available in the room
  - Visit location in advance, especially in locations where the preceding session ends just before your talk
  - Plan your position and voice level based on acoustics of the room
  - Avoid hiding behind the podium
  - Adjust lighting and blinds if needed
  - Test audiovisual equipment in advance
  - Test microphones and recording devices
Presentations

- Have a backup plan – technology may fail
  - If using your laptop, store the file on a flash drive as well.
  - Email the files to multiple email addresses.
  - Prepare a handout which would adequately supplement in the event of technical failure.
Presentations

If speaking in an unfamiliar location:

- Carry all contact information for facilitator and agency
- Obtain clear directions for travel and parking and
  arrive early
- Assess site resources in advance, including technology and personnel
- Review seating arrangements in room
- Review requirements and limitations for handouts
- Confirm all arrangements in writing
POWERPOINT PRESENTATIONS

The use of audiovisuals to supplement your presentation may be effective and appealing if used appropriately.

PowerPoint slides can be projected in the room for easy reading and may also be used as handouts for learners.
Simple slides are the most powerful and effective. Excessive graphics and animation draw attention away from the speaker. Information on the slide irrelevant to the presentation detracts from student learning. (Bartsch and Cobern, 2003)
POWERPOINT PRESENTATIONS

Limit text - include key points stated in phrases
As few as 5-6 words per line and
5-6 lines per slide is preferable

The audience should be able to read the slide in about 5 seconds...
POWERPOINT PRESENTATIONS

Font size should be large enough that all of the audience can read the words. Sans-serif fonts may be more effective than Serif fonts when projected. Use the same font or complementary fonts for all slides. Test the appearance of the projected slides prior to professional presentations.
POWERPOINT PRESENTATIONS

Illustrations, such as diagrams and charts, can be effective in clarifying data. Limit tables to 5-6 lines on screen – use highlighting to spotlight key data. Delete unnecessary details from the illustrations. Limit bar and pie charts to 4-8 components.
POWERPOINT PRESENTATIONS

- Use of color and graphics
  - Use of color can be appealing and persuasive.
  - PowerPoint templates provide a choice of professional color schemes.
  - You can create your own color schemes as well using complementary colors.
  - An occasional bold color can highlight a point.
  - Excessive and clashing colors are distracting.
POWERPOINT PRESENTATIONS

Use a dark background with light or white text in dark rooms.

- Use a white background with dark or black text in light rooms.
- TIP: If you are unsure about the location lighting prior to your arrival, save the file in both backgrounds.
- Use high resolution photography or professional clip art.
- Avoid multiple cartoons or distracting graphics.
If slides are to be printed as handouts, you may choose black and white or grayscale for economical printing. Change slides to a light background with dark text before printing for handouts to avoid excessive ink use and improve readability. The number of slides per page may be varied on the printing menu.
Presentations: References


- Carlow University Oral Presentation Assessment Rubric. Access under Course Documents.
