

PREPARING TO PRESENT

- ▶ Presenting your Research

Defining Your Topic

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- Your topic is your main research question/topic with a clear focus
- Defining the key concepts is essential – what key concepts should you define and what do you understand them to mean?
- **TASK 1: LIST THE CONCEPTS TO BE DEFINED FOR YOUR AUDIENCE**

Your Audience

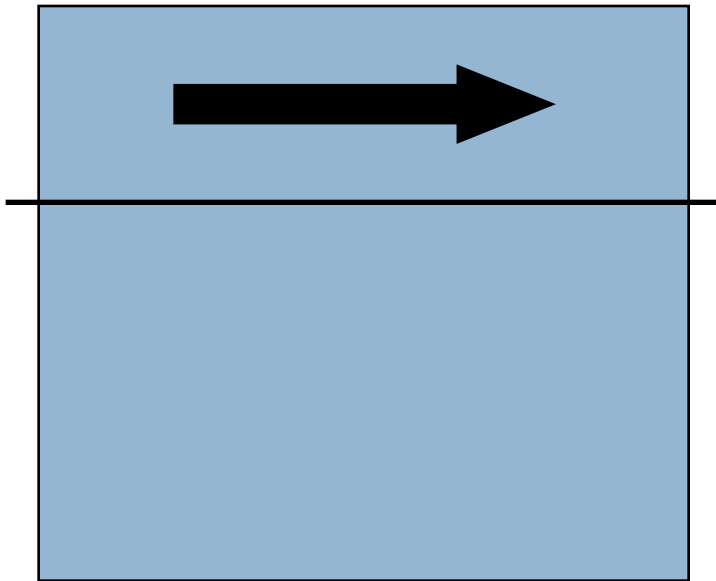
(Slides 3-7 adapted from J Moate)

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- In general, your audience should very much determine how you approach the presentation:
 - ▣ What do they know about this topic/area already?
 - ▣ What is their attitude towards this topic?
 - ▣ What would they like to know about this topic?
 - ▣ How can this topic be made relevant to them?

Choosing the Right Angle (1 / 3)

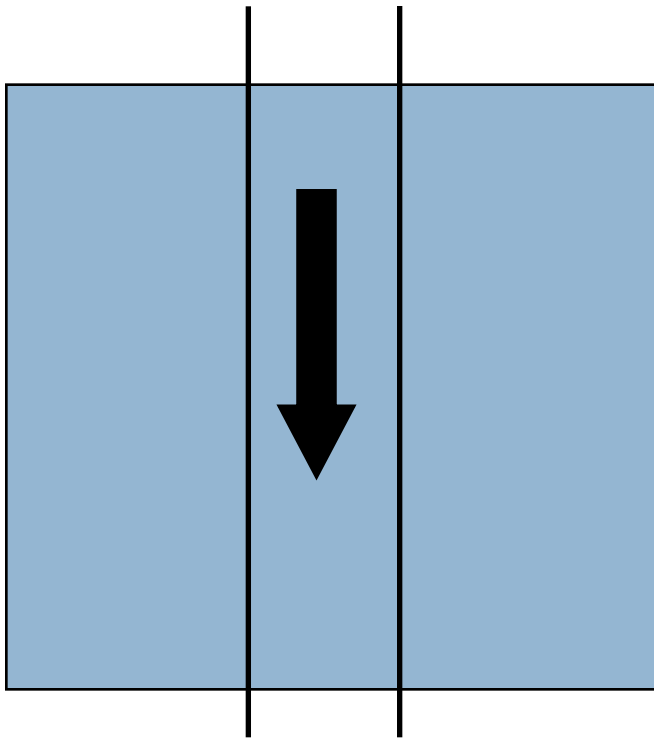
- You have a number of options when designing your presentation. You can:



Provide a brief overview of the whole topic. This means that you don't go into too much detail, and you **do not assume too much prior knowledge** of your audience

Choosing the Right Angle (2/3)

- Or you can:

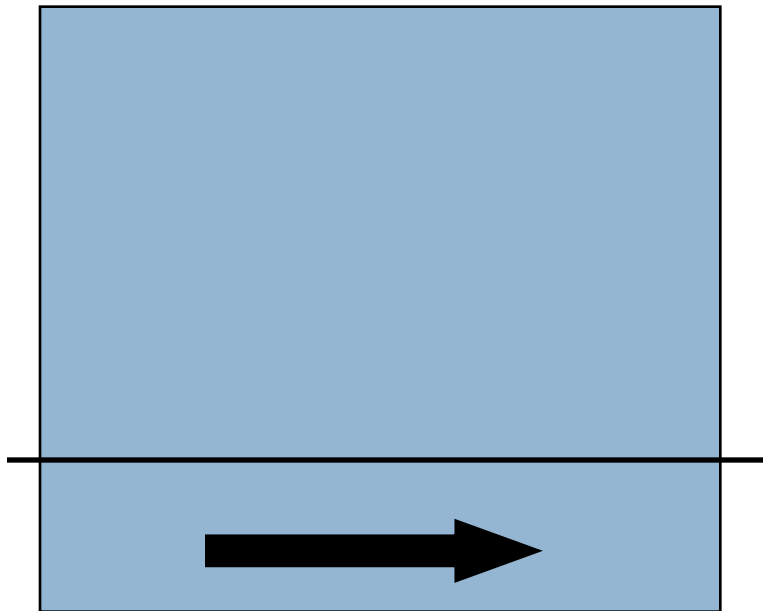


Choose a specific aspect of the topic to go into in detail. This assumes a **certain degree of prior knowledge.**

Also, it is not necessary to know the bigger picture to understand this aspect.

Choosing the Right Angle (3/3)

- Alternatively you can:



Provide an in-depth overview of the whole topic. This handles detail, and assumes **a good degree of prior knowledge** on the part of your audience

> Out of these three, decide what will be the best approach for you?

Brainstorming Your Points

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- Write down anything to do with your chosen topic: e.g. key areas, keywords, facts, viewpoints, data, personal experience, previous points in research, opinions on the subject, and why you are interested in the topic
- Now choose 3 or 4 points to include and put them in order: 1st, 2nd, 3rd... Select only the most important for your “message”

Basic structure: Introduction

- The most important part, because it
 - Sets the tone and scope of your presentation
 - Prepares the audience and you for what is ahead
 - Establishes a relationship with the audience
 - Is the only part worth writing out carefully first and planning precisely

- *Use the Phrase Bank in Optima to check what kind of phrases you can use*

The Main body

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- If you have 3-4 main points to present, what kinds of phrases will you use to
 - introduce your presentation outline and background
 - introduce your topic and define the concepts;
 - shift from one point to another;
 - begin a new point;
 - show that you are coming to the end of that point;
 - return to an earlier mentioned point;
 - return to your original point;
 - signal that you are approaching the conclusion?

The Conclusion

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- This final section should include:
 - A summary of your main points
 - Conclusions and evaluations drawn (if available)
 - Recommendations/implications for the future / future steps to be taken

Use of Visuals

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- Use graphs, photos, transparencies/slides, diagrams or pictures with care
 - Too many might be confusing ...
 - Too few might not clarify the points you wish to make ...
 - Too much text might be boring ...

Also be sure to present your diagrams clearly – don't just flash or read them, explain them.

Use of Voice

- pay particular attention to

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- Articulation and loudness
- Syllable and sentence stress
- Intonation and chunking
- Pronunciation
- Pace of speech and flow

Further Tips

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- Do not write out your presentation word for word. Do not read from a paper or from your slides
- Ensure good understanding: know your topic and what you want to present
- Make notes of each section & practise your presentation. Use note cards if that helps
- Plan your visuals well – they are navigation guides for you and the audience
- Maintain eye contact with the audience
- Remember to summarise main points

Possible contents of presentation based on the research plan (overview type)

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□ WHAT

- ▣ Topic/research question
- ▣ (Background information)
- ▣ (Literature related to topic)

□ HOW

- ▣ Methods – how, when

□ WHY

- ▣ Significance of research
- ▣ Relate findings to wider context
- ▣ Anticipated findings
- ▣ Possible difficulties: possible solutions