An Introduction to Presentations

Introduction

The ability to speak clearly and concisely is valued highly in contemporary society. Therefore, it is not surprising to find that many different kinds of oral presentation are required at university. You may be asked to deliver a presentation to a tutorial group or seminar after you have read and researched the topic. Also you may be asked to hand in a written version of the presentation. The following are examples of different types of oral presentation:

- Leading a discussion of a particular reading, for example, tutorial topic for Week 2
- An in-depth analysis of an article or book
- A description and commentary on a case study of a clinical problem or a teaching strategy.

Tips for oral presentations

Your lecturer will provide a description of the requirements for the presentation task in the Unit Outline. Here are some general points about oral presentations. These may change according to the specific requirements of the unit or lecturer.

- PowerPoint slides, overhead transparencies (OHTs), and other visual aides show the presentation is well-prepared and can make it easier to follow, and visually interesting.
- Planning and practice will allow you to use the visual aids effectively. It is not a good idea to read the entire presentation from the PowerPoint slides or the OHTs throughout your presentation.
- A handout for your audience can add to your talk during the actual presentation, and leave your audience with something to read or think about after you have finished speaking.

Group presentations

When preparing group presentations:

- Share the workload and give each presenter an equal part of the preparation and the talking time
- Practise the final presentation as a group before it has to be given in front of your tutorial or seminar group
- Decide how much time each presenter needs and keep to the schedule.

Concluding your presentation

As for written assignments, providing a conclusion that contains a summary of the main ideas will leave your audience with a clear understanding of the topic. You may also want to give your audience an opportunity to ask questions.