# A blue and yellow logo  Description automatically generatedThe University logo consists of the shield taken from the University ceremonial crest and the text ‘Prifysgol Aberystwyth University’.**How to write a…**

# **Presentation**

**Important!**

Check your department's guidelines or assignment instructions for further guidance on presentations.

## **Plan**

**Presentation objectives:**

* Define your goals and what is the purpose of the presentation.
* Go back and read the assignment brief...again and again!

**Target audience:**

* Identify who you're presenting to.
* A good introduction and conclusion will focus your audience.

**Content selection:**

* Determine what to include.

**Time allocation:**

* Assess your time frame.

**Visual aids:**

* Decide on supportive visuals.

## **Prepare**

* Research your topic thoroughly.
* Find out how much time you have for your presentation.
* Make sure your presentation includes evidence and a reference list.
* Confirm where the presentation will take place.
* If it's an unfamiliar venue, figure out what's available.
* Consider what resources you'll need for your presentation.
* If you're working in a group, coordinate with your teammates.
* Decide who will be responsible for each part of the presentation.
* Agree on the overall style and tone you want to convey to the audience.

## **Practice**

Practice, practice, practice! It's as simple as that.

* Why not invite a friend to be your audience so you can receive some feedback?
* Speak authentically rather than reciting.
* Use familiar words to avoid stumbling.
* Check timing of each segment.
* Record yourself for self-assessment.
* Revise and refine as you progress.

## **Deliver**

* Don't read your presentation word for word - use cue cards or write your notes on one sheet of paper as prompts.
* Make eye contact with your audience.
* Show enthusiasm to engage your audience.
* Maintain confident body language and posture.
* Use your voice effectively by practicing clarity and projection.
* Control your pace to avoid rushing and aid understanding.

## **Preparation for Question and Answer session at the end**

* Be ready in advance - think through what you might be asked.
* Practice responses.
* Listen carefully before answering - give yourself a moment to think about your answer.
* Be honest in your answer if you're unsure.

## **Dealing with nerves**

* Preparation is crucial! If you have prepared, this will help reduce anxiety.
* Find eye contact challenging? Look at the top of your audience's heads. This gives the impression of eye contact.
* Maintain a positive mindset.
* Use relaxation techniques that work for you.
* Aim to enjoy the experience!