Giving an Effective Academic Presentation

October 13, 2014
Giving an Effective Academic Presentation

1. When and why do we give presentations?
2. How to Deliver a Good Presentation
3. Visual Aids
4. Verbal Cues
5. How to Practice Giving a Presentation
Giving an Effective Academic Presentation

2. How to Deliver a Good Presentation

- Pronunciation
- Pace
- Tone
- Volume

- Body Language
- Visual Aids
- Verbal cues
- Content

Practice Ahead of Time!
3. Visual Aids

Outline of Presentation
Write out Important Terms, Phrases, Equations
Illustrate and Highlight Points
  Pictures
  Graphs
  Diagrams
  Tables

Avoid: Reading blocks of text off slide
Using slide as a cue card

https://uwaterloo.ca/
Center for Teaching Excellence
4. Verbal Cues

a. Emphasis cues
b. Organizational cues
c. Mannerism cues
4. Verbal Cues

a. Emphasis cues
b. Organizational cues
c. Mannerism cues
4. Verbal Cues

## a. Emphasis cues

<table>
<thead>
<tr>
<th>You need to note</th>
<th>This is basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>You need to understand</td>
<td>Listen carefully</td>
</tr>
<tr>
<td>You need to remember</td>
<td>Let me emphasize</td>
</tr>
<tr>
<td>You need to underline</td>
<td>Let me repeat</td>
</tr>
<tr>
<td>You need to think about</td>
<td>Let me explain</td>
</tr>
<tr>
<td>This is important/key</td>
<td>Let me make clear</td>
</tr>
</tbody>
</table>
### 4. Verbal Cues

#### b. Organizational cues

<table>
<thead>
<tr>
<th>The topic is</th>
<th>As a result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today we shall discuss</td>
<td>Main topics to be discussed are</td>
</tr>
<tr>
<td>First of all</td>
<td>Will make several points</td>
</tr>
<tr>
<td>Second, third, etc.</td>
<td>In the following order</td>
</tr>
<tr>
<td>To introduce</td>
<td>In conclusion</td>
</tr>
<tr>
<td>Then,</td>
<td>To summarize / to review</td>
</tr>
<tr>
<td>Next,</td>
<td>To recap</td>
</tr>
</tbody>
</table>
4. Verbal Cues

c. Mannerism cues

- repeat the words or phrases for emphasis
- spell out important words
- list on board, or reads a list
- speak more slowly, allow time to take notes
- speaks more loudly or stress certain words
- use a different voice tone
- asks questions not meant to be answered by students
5. How to Practice Giving a Presentation

Replicate the environment in which you will be presenting!

Stand up at a podium
Read out loud
Time yourself (how long did you take?)
Practice using slides and visual aids
If you have a poster, practice referring to it, and explaining it.
Practice rhetorical tone, pace, volume, etc.

Identify words that are difficult to pronounce!