



Cairnmillar
INSTITUTE

Presenting with clarity and confidence

May 2022

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Learning Outcomes

1. Deconstruct task and marking rubric
2. Structure your presentation clearly
3. Identify techniques for clear and concise PowerPoints
4. Identify aspects of effective and engaging presentations
5. Identify questions for Q&A

Agenda

- A. Task
- B. Structure
- C. PowerPoint
- D. Presentation

A. Task



*Be clear about
what is expected*

For this assignment you will be required to present within a team of about 6 students to discuss an area of diversity in relation to the disorder your group has chosen and provide a written paper that critically evaluates the use of assessment, diagnosis, and intervention in relation to the area of diversity you have chosen.

What's being assessed?

Assignment Criteria

Group/Team Presentation (10 marks)

You will be assessed on the clarity, accuracy, and coherence of the presentation (written and verbal) and how well you provided knowledge, engaged, and held the attention of your peers (marked by peer evaluation form). You will also be assessed on how well you answer the questions asked by your peers (please note: you will not lose marks if you are unable to answer a question). Each member of the team will receive the same mark for this criterion.

Assessment 2: Group Assignment ar

Criteria	
	Exemplary
Group Presentation (Mark allocation: 5 marks peer evaluation; 5 marks coord.)	The oral presentation was very clear and concise, and the presenters engaged the audience well. The content in the presentation demonstrated excellent depth of thought, with consideration of the areas of diversity discussed. Audience questions were answered clearly and concisely demonstrated presenters' high level of knowledge. 10.0 to >9.0 pts

This resource will focus on these criteria

- Clarity, accuracy & coherence
- Engagement
- Answering questions

B. Structure

Introduction (context & overview)

- Engagement resource to set the scene
- Introduction to group
- Disorder and diversity topics to be covered

Body (detail)

- Diversity topics 1-6

Summary(overview)

- Overview of what has been considered
- Relate findings back to engagement resource
- Ask for questions

Introduction – start by setting the scene

The **oral presentation** provides you with an opportunity to **personalise** the issue and make your presentation really **engaging**. Perhaps begin your presentation by setting the scene with a picture, a news article or a (very short) story of why this disorder is important to you.

Then provide a brief introduction to the group and an outline of what aspect of diversity each of you will be considering.

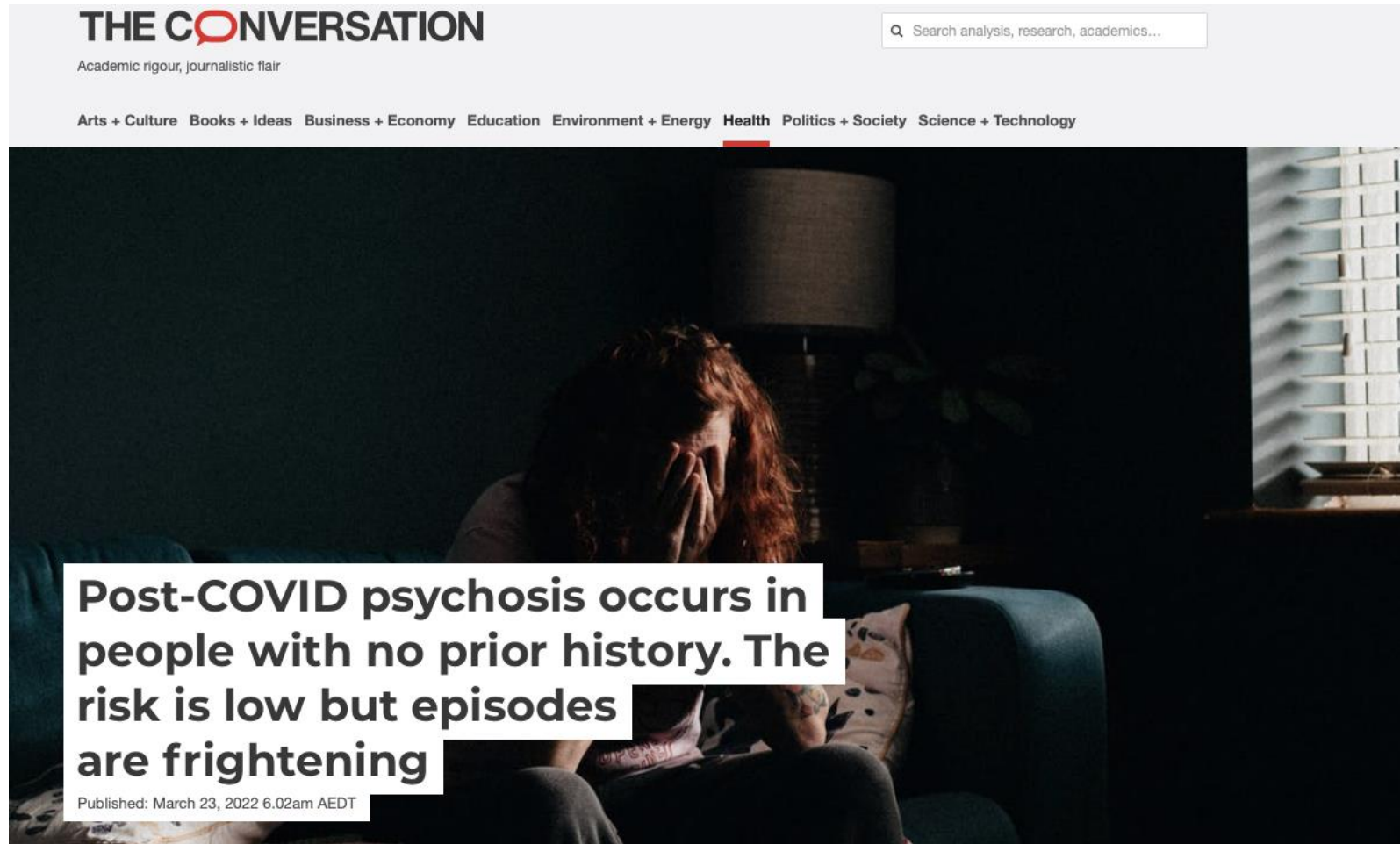
Setting the scene



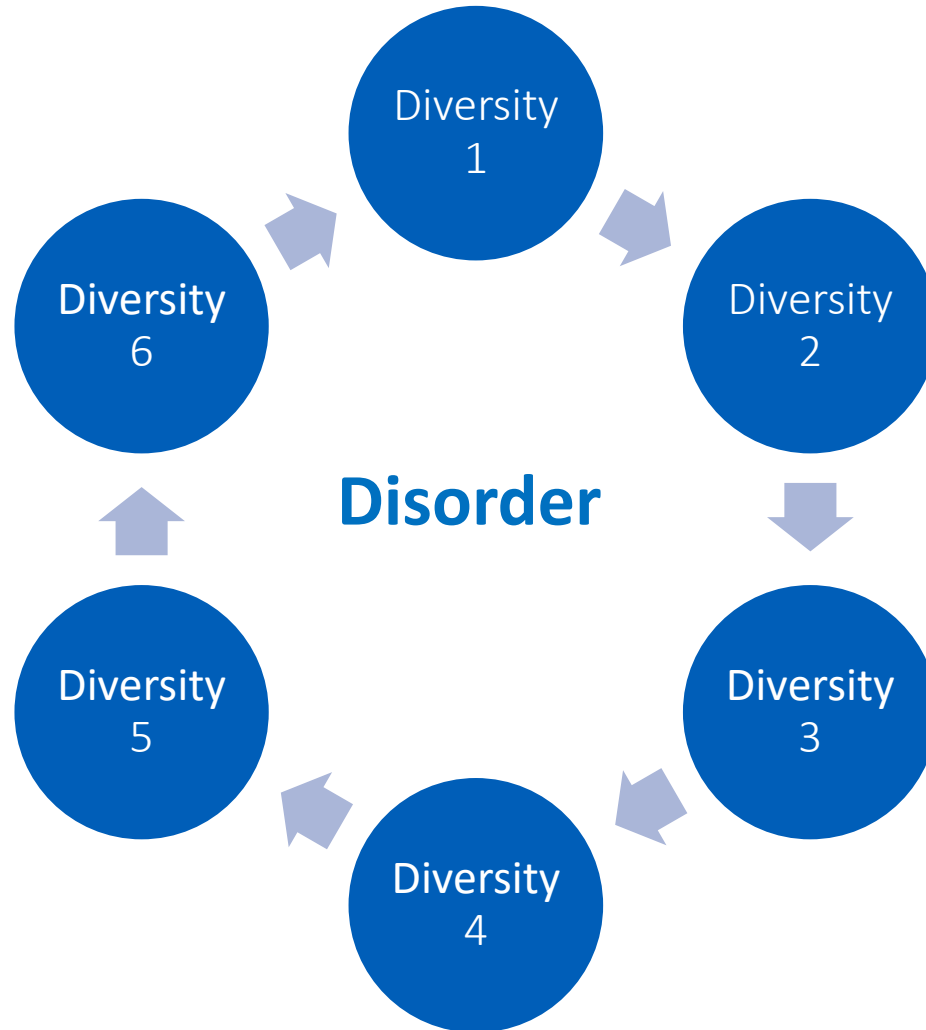
Find a creative way to set the scene so your audience is engaged from the start!



Setting the scene



Body Outline – Topics identified



Body – Detail

Each person can present their aspect of diversity relating to the disorder. Maintain consistent diagrams and format which will show you have worked as a group. You may even have common diagrams which indicate common themes/aspects.

Diversity
1

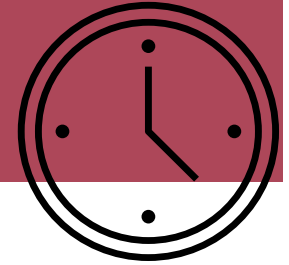
- Key point

Graph/Image

Summary - overview

When you have completed the main body of your presentation, don't just stop! Provide a **very brief** summary of the issue and what you have covered, and then invite questions. It is a useful technique to return to the initial engagement picture/story/article from the introduction to finish a presentation.

Structure: Time



Example

Introduction (context & overview)

- Engagement resource to set the scene
- Introduction to group
- Disorder and diversity topics to be covered

1-2mins

Body (detail)

- Diversity topics 1-6

26-28 mins

Summary(overview)

- Overview of what has been considered
- Relate findings back to engagement resource
- Ask for questions

1-2mins

Think about how your group will share the introduction and conclusion and the impact on your time for the body.

Referencing

Include citing and referencing in your presentation.

- When you are talking you can use the narrative style of citing...*e.g. Smith's research in 2018 showed that...The research by Smith in 2018 and Jones in 2020 demonstrated that...*
- Include citations in your slides and a reference list on the last slide. If the citation is written on the slide as you are talking, then you don't need to state the citation.

Referencing

Referencing: Citing in Orals

This guide will help you identify and use the correct referencing style to ensure clear & consistent presentation of written material.

Home	APA 7th ↗	Chicago 17	Harvard ↗	AMA (Vancouver) 11th ↗	MLA	Law	IEEE ↗	Other
Formatting tips	Avoiding Plagiarism	Referencing Resources	EndNote	Citing in Orals				

Citing in Oral Presentations

How do I give citations in a speech?

I am giving a presentation in which I refer to information that I would normally cite if this was a written work. How do I cite my sources when I'm giving an oral presentation?

Topics [Referencing](#)

Answer

Most referencing style guides are designed for written works, so it is difficult to find advice on how to cite your sources in an oral presentation.

For written work, citations come in two formats, "parenthetical" and "narrative". In parenthetical citations, the entire citation is included in the parentheses (brackets) in an author-date system, or represented by the number in a numbered system. In narrative citations, you actually mention the author (and sometimes details about the work itself) as part of your sentence.

In oral presentations, all of your citations will need to be narrative. You need to construct your sentences to include a mention of the author and also the work. Unlike normal in-text citations, you often include the author's complete name the first time you do this (if you cannot find their first names, initials will do), and some detail about why they are credible, if they are not well known.

Make sure you lead with the citation, rather than putting it after the information, so people know that they are about to hear something that came from a reputable source.

"As Jane Austen stated in the opening lines of *Pride and Prejudice*, 'It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.'"

"Giovanna Badia from Schulich Library of Physical Sciences noted, in her article *Forty Ways to Survive IL*

<https://libguides.jcu.edu.au/referencing/orals>

C. PowerPoint

Think about the use of a PowerPoint.

For a presentation **YOU should be the focus** for the audience and the PowerPoint a means to reinforce communication of your message.

For a lecturer, and indeed for this workshop, the purpose of the PowerPoint is to provide a lot of information that may be utilised beforehand and afterwards. The purpose is thus different and so the amount of text on each page will be different.

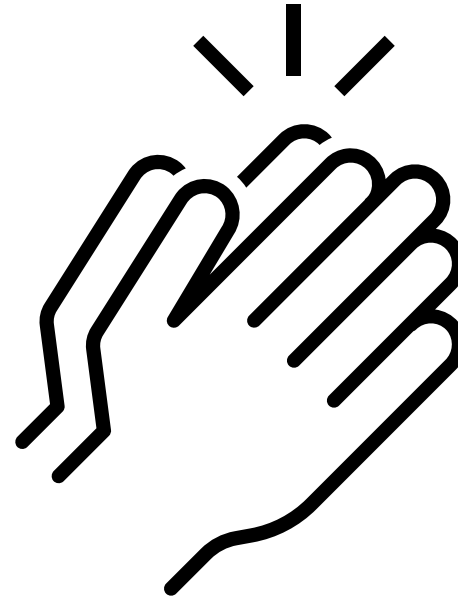
Good use of PowerPoints –

What makes a PowerPoint effective?



Key recipe!

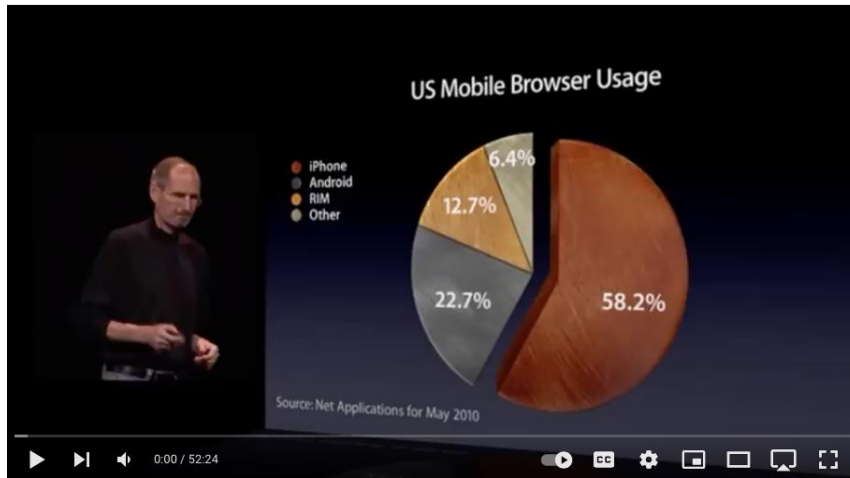
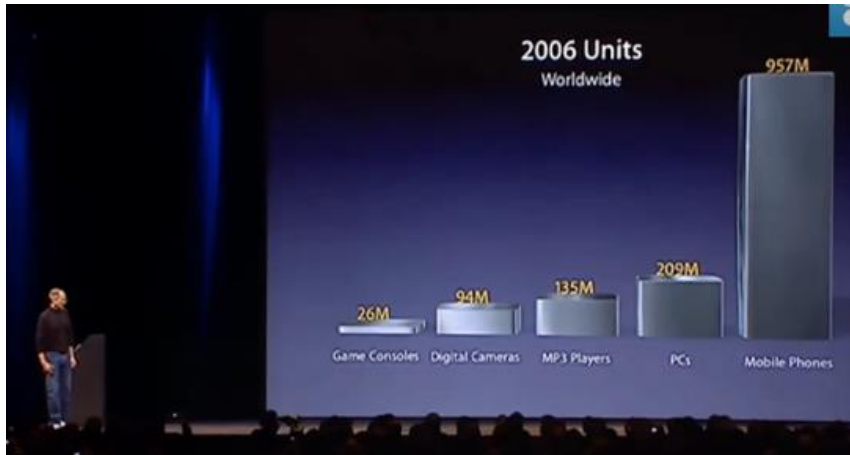
1. Relevant Image
2. Key word/s
3. Oral message corresponds to what is written and visual



Tips

- One idea or **message** per slide
- A relevant **image** to reinforce the message
- A **key word** to reinforce message
- **Numbers** to guide audience through structure
- Choose a sans serif **font** that is easy to read, e.g. *Arial*
- Use a large font, preferably **28 point**
- **Check spelling and grammar** (i.e. proofread)
- Keep **graphs and data** simple
- Keep **design** simple and clear

Data



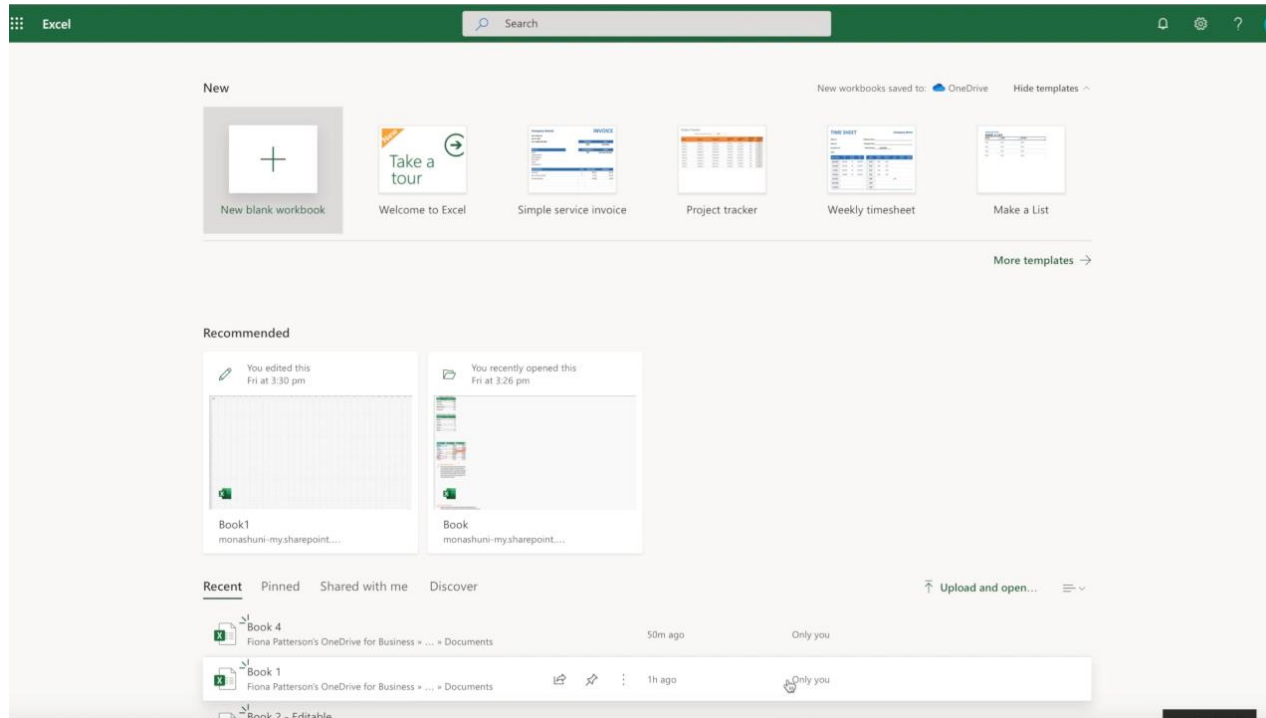
Apple WWDC 2010 - iPhone 4 Introduction

If you are presenting data, provide a clear and easy to understand graph.

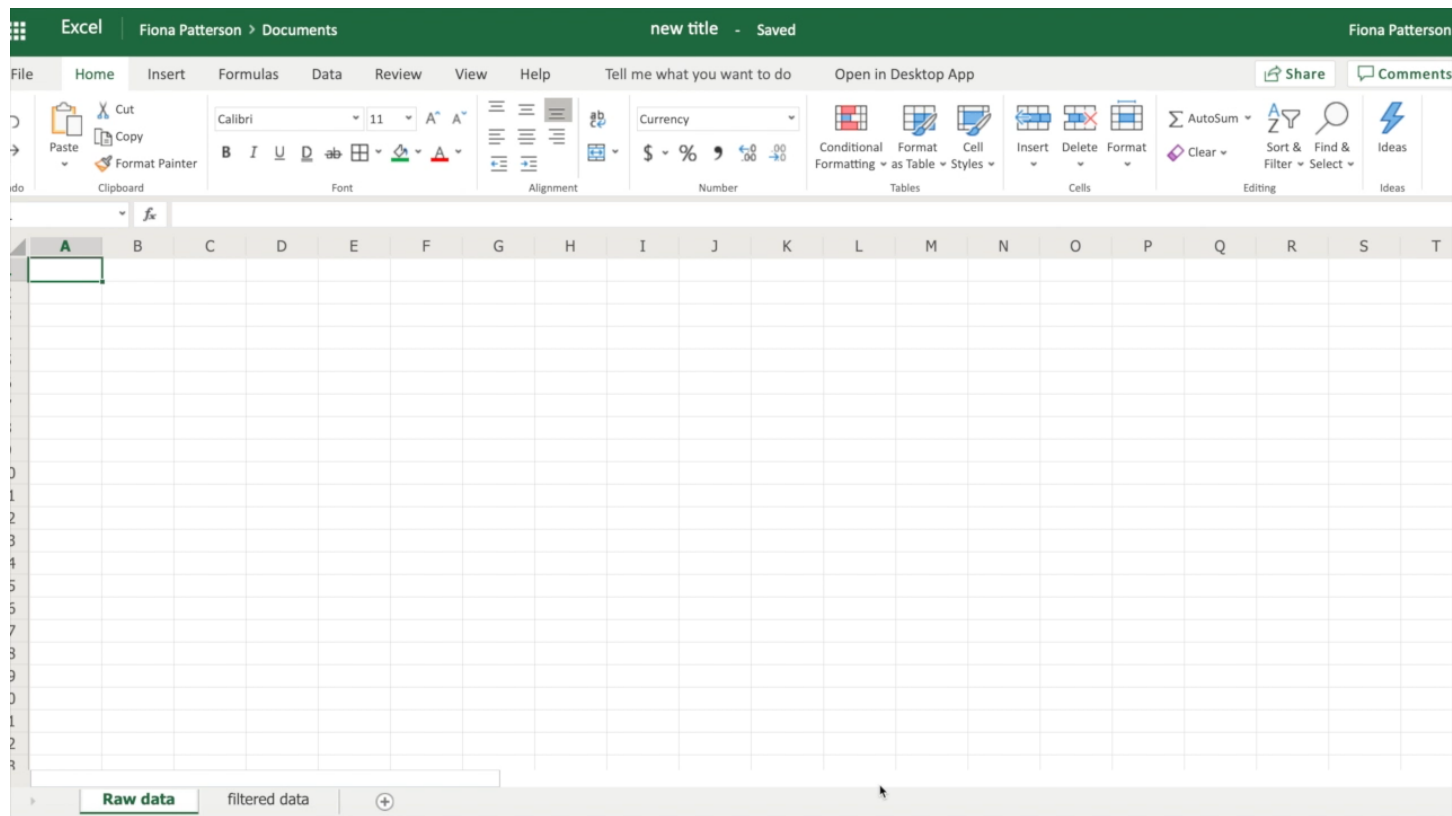
You can create this in Excel or Canva

Excel Videos: Navigating Excel

If you are not confident creating tables and graphs with Excel, here are some quick videos to assist.



Excel Videos: Creating a Table



Excel Videos: Creating a Graph

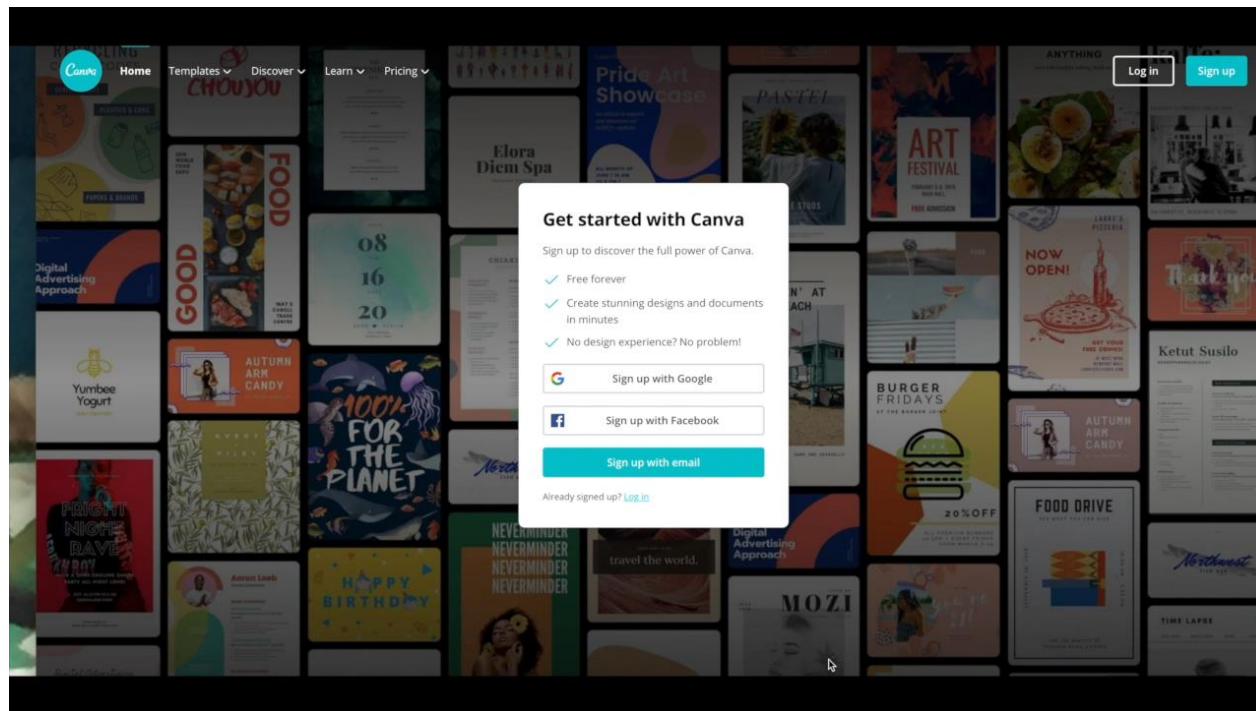
The screenshot shows the Microsoft Excel interface. The title bar indicates the file is named 'new title' and is saved. The ribbon includes tabs for File, Home, Insert, Formulas, Data, Review, View, and Help. The 'Home' tab is active, showing options for Font, Alignment, Number, Tables, Cells, Editing, and Ideas. The worksheet contains a table with the following data:

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2014	27.3	27.1	24.4	20.6	19.0	15.4	14.5	15.4	18.5	21.7	22.7	23.9	20.9
2015	25.9	26.4	22.7	19.2	17.1	14.4	13.3	13.8	17.3	24.3	22.7	27.5	20.4
2016	26.0	25.1	24.9	22.4	18.6	14.2	14.6	15.9	16.7	19.3	20.8	25.5	20.3
2017	26.5	25.9	26.9	20.8	17.2	14.9	14.5	14.8	17.8	20.7	25.9	25.0	20.9
2018	27.2	27.0	24.9	21.8	17.6	14.3	14.8	15.1	17.2	21.4	22.0	25.7	20.8
2019	28.4	26.0	24.8	22.0	17.8	15.5	15.0	14.5	17.8	21.3	21.8	24.6	20.8

The bottom of the screen shows the 'filtered data' tab selected, with a '+' icon to its right.

Canva Video

This video focusses on Canva for infographic templates but is nonetheless a useful introduction for using this online software for a range of visuals.



D. Presentation

Typically, in a presentation you will be need to focus on your body language – your hands, legs and eyes. If you are recording from zoom, your **eyes** are the focus point. This means that you should talk to the screen (i.e. audience) rather than reading a prepared script! Reading can sound too formal or unnatural, so try to speak as if you were having a conversation.

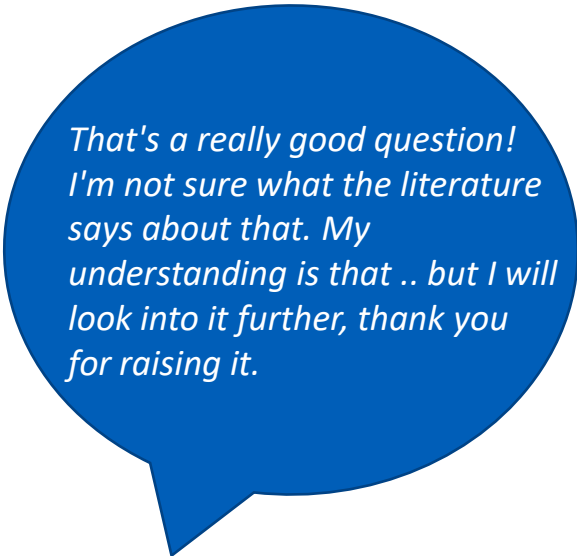
With your structured PowerPoints and practice you will not need to read from a script but use the slides to prompt yourself.

Tips for presentation

- **Prepare** - technical aspects; PowerPoint and potential questions (and answers)
- **Practice** - this will provide you with confidence
- **Notes** - have some notes, but please don't read!
- **Time** - time yourself to ensure you cover what is required within 5 minutes. If it is too long then cut the content - focus on key points for what is required
- **Pace** - don't rush to fit in more information. Slow down and make the points you need to make clear and engaging.
- **Breath** - Slow down your breathing if you are nervous

Question Time

- Think about what questions you would ask. Brainstorm and think through your responses.
- If you don't know the answer, thank the person for the question and say that is something that you will need to consider or research further.
- Answer briefly and succinctly.
- Don't be defensive or annoyed by a question!



That's a really good question! I'm not sure what the literature says about that. My understanding is that .. but I will look into it further, thank you for raising it.



Thank you – I have considered how X impacts Y. My understanding is that....

Student Presentations

Watch these short thesis presentations to see how speakers engage the audience with their voice, eyes and what they do to set the scene.



Student Presentations



Summary

Spend some time to reflect on what you have learnt and what that will mean for your presentation. Discuss this as a group so you present a united and consistent presentation.

- a. Task
- b. Structure
- c. PowerPoint
- d. Presentation