



Presentations 3-Minute Guide

What are presentations?

Presentations require you to present information verbally and visually in an informative way. There are many different types of presentations. The types of presentations you will give during your time at university include: an oral report, a debate, a patient interview, etc.

Presentations take many forms and each of these is tied to its intended purpose. There are six main purposes of presentations:

1. To inform
2. To instruct
3. To entertain
4. To inspire or motivate
5. To activate or stimulate
6. To persuade

Tip: For more detailed information about reducing presentation anxiety, see the Study Smart resource: [Reducing anxiety](#) (PDF, 46 kB).

Why are presentations important?

Presentation skills are an important part of your overall communication skills, not just at university but also in your professional life beyond university. Being a confident and competent presenter helps you to communicate more effectively and professionally with your audience whether they are your managers, team members, students, or teachers.

Presentation structure

Introduction

In the introduction of the presentation you introduce the topic and preview what you will say. It's important to give a preview so that the audience knows what to expect – otherwise they might be confused and lose the thread of your argument.

Body

- Present your main ideas in a logical sequence, following the outline you gave in the introduction.
- Speak slowly, and leave pauses between each main idea so that the audience has time to take it in.
- Use transitional language as you move between ideas, e.g. 'Now that I've explained the third policy recommendation, I'm going to discuss how practical and effective it is.'

Conclusion

Summarise what you have said and end with a strong closing statement or recommendation, just as you would in a written essay.

How can I present effectively?

Presenting is more than reading your written ideas to your audience. It is also about presenting content in an understandable and compelling way. Consider using visual aids to help you communicate your message.

Prepare for your presentation using these five steps:

Step 1: Decide what your purpose is [what are you intending to accomplish through delivering your presentation?] What is the main message that you want to convey?

Step 2: Write a draft of your main points keeping in mind that you shouldn't try to include too much information. A useful technique can be to write each point on a post-it-note and stick them on the wall for review. This can also help you to structure your presentation effectively.

Step 3: Practice your presentation aloud without an audience.

Step 4: Practice your presentation aloud with an audience. Also practice with the use of visual aids if you are going to use any.

Step 5: Proofread any visual aids.

Tip: For more detailed information about using visual aids, see the Study Smart resource:

[Using visual aids \(PDF 125 kB\)](#)