Hints for Think Big 2016 Presentations

Analyse your audience

Concentrate on two or three themes – get your point across with these – then follow up with a written summary for audience (given at the end!)

Clearly introduce and conclude

Be sure to emphasise the fact that your idea:
Solves a problem
Is financially viable
Has taken into account expected major issues (speed to market, competition, production difficulties, financing, etc
Make sure everything works beforehand!

Practice

Practice

Practice

Spell check and verbal usage check

Move around

Involve the audience

Keep to time (how much time have you got?)

Does the whole group have to present?

Rehearse

Rehearse

Rehearse

Don’t pretend you know the answer to something if you don’t

Promise to get back to the questioner within 24 hours (and make sure you do)

How will the audience remember you?
Hints For Oral Presentations

1. Analyse your audience. How much do they already know about your topic? What is their level of understanding of jargon? Are they going to be naturally interested, or do you need to do something dramatic to get their attention?

2. Select one theme, and at the most two or three major points or concepts, based on your assessment of your reading. It is MUCH better to be selective and really get that idea across, rather than try to cover every aspect suggested by the topic.

3. Plan a variety of presentation modes (e.g., discussion, hands-on activity, questioning, lecture, dividing the audience into 'buzz' groups, tests, videos) each taking no more than 10 minutes.

4. Ensure you have a clear introduction, body, and conclusion.

5. Be obvious in your material. You are familiar with it, but it may be the first time your audience has heard about the topic.

6. Add up the time taken for your presentation and your activities. Will it all fit within the time limit? What will you leave out if an exercise takes longer than expected? What will you include if you suddenly find yourself at the conclusion with fifteen minutes to go?

7. Use note cards to record the main points. Learn the opening words of each major point. If necessary, have your presentation written out in full, but leave this on a table behind you.

8. Use no more than six points on an overhead transparency. Use a large font and lower case letters which should be at least 0.5 cm tall.


10. Rehearse beforehand in front of friends, family or a mirror.

11. Make sure the overhead projector works. Take your time to ensure your overheads are clearly focused. Read from the transparency. Uncover the transparency point by point.

12. Do not hide behind barriers. Move any tables/chairs between you and the audience.

13. Sign post your presentation. Introduce yourself. Have an overhead showing your presentation outline. Refer to this overhead during the presentation so the audience clearly knows where you’re up to.

14. Look briefly at your hand-held cards, and then speak directly to members of the audience. DO NOT READ.

15. Move around a little. Stepping forward creates rapport with the audience. Use the nervous energy adrenalin gives you. Consider your nervousness a positive thing. It helps you think quickly. If you have planned and practised thoroughly there is no need to be nervous.

16. Involve the audience. Ask them if they can relate to something you describe. Can they share their experience? Move them about to keep them alert.

17. Don’t answer your own questions if the audience is silent. Give the audience time to think. Tell them to discuss the issue with the person sitting next to them, and collect feedback in another three minutes. Invite the audience to sum up during the session.

If you run out of time, don’t try to rush your presentation. Instead, edit ruthlessly on the spot. Be sure to summarise at the end, relating to the achievement of your objectives.