



Presentation Skills 1 – Content Preparation

Skills that this session will develop:

Communication - Presenting

By the end of this session the mentee will be able to:

- Explain how to create an engaging presentation structure
- Use this structure to prepare and deliver an engaging presentation in the next mentoring session

Session Preparation:

Presentation brief: In no more than five minutes, explain an idea or theory from one of your A-level subjects that inspire you. Only one presentation slide can be used.

Mentee to come with ideas about potential topics for the presentation brief above.

Session Plan:

Start the session by finding out how confident the mentee feels about delivering presentations.

Next review the following content before completing the task below.

The ability to create and deliver an effective presentation is important for both academic work as well as in the workplace. That being said, giving a presentation is not one of the easiest things to do! For many it can be both nerve-wracking and stressful - however, with practice the nerves will ease and you may even find delivering presentations enjoyable.

The most important thing with presentations is to express yourself clearly and convincingly, and to make yourself understood.

Below are some suggested tips and guidelines to help prepare an effective presentation.

- Start with the end in mind – what do you want your audience to learn? What is the point of your presentation? What is your message?
- Know your audience as well as possible – who is your audience? What are their backgrounds? Will they have knowledge about the topic?



- Content, content, content – your presentation must be based on solid content and research, but have a story attached to the data and research.
- How will you be presenting? Consider presentation slides, handouts and ways of engaging the audience. Make sure anything you use is of high quality.
- Keep it simple – don't overcomplicate your message and use examples that the audience will understand.
- Have a clear and logical structure to your presentation.
- The art of storytelling – illustrate your point with the use of stories or simple examples.
- Confidence – practicing your presentation will make you feel more confident in the delivery.

Task: Mentee to share their potential topics for the presentation. Then, work through the following questions to help the mentee best prepare for creating and delivering the presentation.

- What are the restrictions or requirements for the presentation?
- The layout of your presentation – it needs to have an introduction, a middle and then a conclusion.
- What is the main message you want to put across?
- What are the points you want your audience to take away from your presentation?
- The body of your presentation must be presented in a logical manner where it will be easy for your audience to follow your line of thought.
- Are there people who you can connect with, that can help you with research or content?

For more information on delivering effective presentations:

<https://biteable.com/blog/how-to-make-good-presentation/>

<https://www.prospects.ac.uk/applying-for-university/university-life/6-steps-to-a-successful-presentation>