

Planning, Organising and Delivering an Effective Presentation [Fact sheet]

To make a good presentation, you need to go through a number of different stages:

1. Understanding the assignment guidelines

In your talk, it is important that you do what you have been asked to do. So make sure that you fully understand the *title* or *aim* of your talk. For example, if you are asked to compare two theories, it is not sufficient to describe them: you must draw out their similarities and differences.



2. Brainstorming your ideas

Before you begin your research for the presentation, jot down *your ideas* about what to include. This will allow you to identify the *gaps* in what you know so that your research can be more focused.



3. Reading and researching your ideas

Give yourself enough time to read and research about the topic of the talk. The *bibliography* in your module handbook is often helpful in finding suitable sources of information and ideas.



4. Planning your presentation

Make a plan of your presentation, which includes *key points*. Remember that reading your presentation is not acceptable as it is boring for your audience if you are constantly looking at a page. You should aim to produce a *set of notes*, which include key words. You could use different colours to help you highlight different sections, or you could put the key words onto index cards.



5. Planning your visual aids

Remember that visual aids, such as interesting photographs, pictures, tables, graphs or bullet points, are ways of making your talk more engaging for your audience. Think about these carefully, so that they add additional interest to your talk.



6. Reviewing your plan

Check that your plan has a clear structure, including a short introduction and conclusion. The *introduction* could give the background to your talk, signpost the order of your talk or explain why the issue is important. The *conclusion* could summarise what you have said, or link to the next speaker if you are doing a group presentation. Make sure that the *different sections* of the talk are clear, and that they *link* with each other. For useful phrases on how to make these links, please see the Fact sheet called *Useful Language to Use in Presentations*.



7. Rehearse your presentation

Practise running through your talk a few times, ensuring that it is not too long or too short. You can use the *Evaluating Presentations Checklist* to remind yourself about the different aspects of effective delivery, such as how quickly and loudly you need to talk, and the use of body language, gestures and visual aids.



8. Finally, do your presentation!

You may feel nervous about your presentation, but with the correct preparation many students find that they actually *enjoy* delivering their presentation.