

Delivering Presentations

A Guide to Delivering Effective Teaching Presentations

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What makes a presentation effective?

Effective presentations are well organized, focused on their objectives, and engaging for the participants. They are meant to increase knowledge and influence learners. They should be relatable to the audience and tailored to the outcomes desired.



Presentation slides should focus on essential information and make use of visual aids such as pictures, diagrams, and other images. They should be planned, presenting information in a logical sequence. The presenter should have a plan to engage the audience throughout the presentation, ensuring maximum participation and retention.

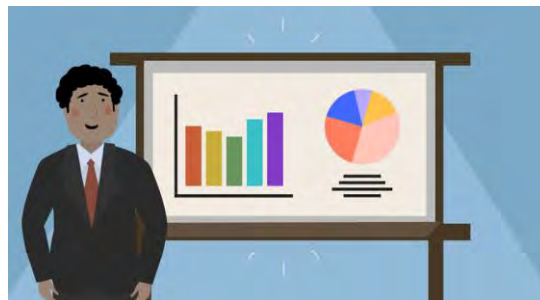
An effective presentation is rehearsed and delivered in a confident manner. Questions should be encouraged, helping to engage the participants and clarify concepts to ensure learning.

Slides should be uncluttered and easy to read. Your narrative will allow for elaboration – avoid overcrowding your presentation materials. Avoid using too many slides during your presentation. Presenting too much information doesn't allow your learners to process what you are presenting and can lead to disengagement and confusion.

How Can I Present Effectively?

- Be mindful of your pace and speaking too fast.
 - People tend to speak faster when under pressure. Being comfortable with your material helps you avoid rushing through it.
 - The general rule for a presentation is one slide per minute.
- Work to avoid filler words, such as “umm” or “ahhh.”
- Project your voice appropriately
 - Make sure everyone can hear what you are saying.
 - If using a microphone, avoid times when your voice isn't being captured.
 - Don't wander away if using a podium microphone
 - If you tend to move during your presentations, use a wireless microphone that can travel with you.
- Speak with enthusiasm to engage your audience.

- Provide opportunities and time for students to ask questions
 - Incorporate pauses in your presentation
 - Avoid rushing through pauses – count to 10 slowly in your head if needed
 - If no questions are asked, offer a question and answer of your own
 - “Something I am often asked is…”
 - Take the opportunity to emphasize and clarify main points
 - If a student asks a question off microphone, repeat it so it is captured for remote viewing and the recording.
- Acknowledge students’ participation
 - If an incorrect answer is given, gently redirect the thought process
 - “I can see why you may have thought…”
 - “That’s an interesting point…”
 - “Have you thought about…”
- Be mindful of non-verbal communication.
 - Have good posture
 - Smile and act relaxed
 - Make eye contact with your audience
 - Avoid fidgeting, pacing, or rocking
- Practice, Practice, Practice!
 - It is obvious to your learners if you are not comfortable giving the presentation.
 - Practice both presentation style and timing
 - Avoid getting into a situation where you rush through parts of your presentation because you didn’t time it appropriately.



What Should I Avoid Doing?

- Avoid reading from the screen.
- Don’t talk in a stiff, monotonous tone.
- Don’t try to cover too much information in a single slide. Be aware of what your students can process.
- Avoid lecturing to the students.
 - Approach the presentation as sharing of information and an opportunity to engage in dialogue on an important topic.
- Avoid inappropriate jokes and comments.
 - Humor can be effective but must be used at the proper time and place of a presentation.
- Don’t use wild hand gestures or pace about the room, as those can be distracting to your students.



For assistance in preparing for your presentations, contact educational_improvement@mcw.edu.