



Aim: discuss what makes a good presentation and what skills are involved.

Technique: group exercises and discussion.

Resources

Room facilities

Computer with projection
 Whiteboard
 Whiteboard marker pens

Take with you

Online

[Public speaking tips](#)
[Interesting talks on public speaking](#)

Timings (minutes)	Activity
0 – 10	Start by asking everyone to think of great presentations they've seen and what it was that made it appeal to them. You could get them to think about and discuss who their favourite lecturers are and what makes them good presenters. Encourage them to think about different factors such as body language, movement, loudness and tone of their speech.
10 – 35	One key aspect of a delivering a good presentation is making sure you know who your target audience is and being able to adapt the information to suit them. You could get everyone to stand up individually and try and 'sell' a chocolate bar (for instance) to the rest of the group, in a few minutes. Each person is assigned a different target audience e.g. children, lecturers, businessmen, teachers. You can give them a few minutes to plan their pitch.



	<ul style="list-style-type: none">• This will hopefully make them think about how they would need you use their voice differently, use formal/informal language and think about what the target audience wants to hear about.
35 – 45	<p>You could spend some time discussing presentation skills and what they learnt from that exercise. You can refer to the Skills@Library presentation skills page which has a lot of useful links.</p> <ul style="list-style-type: none">• You could discuss what it is about presentations that they find difficult or what it is that makes them nervous. How does this manifest itself and what tips do the others have for overcoming this? The breathing exercises that Jane Oakshott uses in the video link below are great if nerves are an issue (particularly exercise no. 6).
45 – 50	<p>Wrap-up session:</p> <ul style="list-style-type: none">• Mention that there is a workshop that is ran by Skills@Library about four times a year with the actress Jane Oakshott about public speaking and how to use your voice effectively and that there is a video available to view.• Advise them to search online for tips as there is so much available. Watching interesting TED talks are a really good way of getting a feel for what makes a great presentation.