

## Academic Presentation Information

### Giving a good academic presentation

1. Think about the aim of your presentation and what you want to achieve.
2. Concentrate on your audience – **who** they are and **what** they (want to) know.
3. Choose the topic that interests you – involvement and motivation are key to confidence.
4. Give your presentation a **clear** and **logical** organization so that everyone can follow.
5. Present information **visually**– this adds interest to your talk and makes it easier to follow
6. Practise giving your presentation until you are familiar with the key points; this way you may discover any potential problems and check the timing. Besides, practice will also make you feel more confident.

### Delivery

7. Cope with nerves – breathe deeply; it calms you down and stops you from talking too quickly.
8. Control your voice – speak clearly and try to sound interesting by changing intonation and rhythm.
9. Watch your body language – try to give the impression that you are relaxed and confident.
10. Maintain eye contact with your audience – it keeps them interested in what you are saying.  
For this reason, you should not read.
11. Provide visual information – but do not give too many facts at a time, give your audience enough time to take them in.
12. Keep attention by asking questions which you are going to answer yourself.

### Basic outline / structure

13. **Introduction** – introduce the topic / some basic background / Thesis (your stance or argument)
14. **Outline** – provide basic bullet points on the key parts of the presentation
15. **Main body** – divide the main body into sections
16. **Evaluation** – always include evaluation. This can be a separate section or part of the main body.
17. **Conclusion** – summarise key points, restate the thesis and make a recommendation / suggestion / prediction.
18. **Reference List** – create one slide with all your sources
19. **Questions** – be prepared to answer questions