

Read and consider the tutorial readings carefully. Express your own conclusions about the opinion/argument/ thesis you think the author is trying to express. Demonstrate an ability to evaluate the strengths and weaknesses in the material presented in the texts.

## Timing

Most presentations have a time limit, so find out how long your presentation should be. The amount of time you have will determine the amount of information you are able to present. To keep within the allotted time, you need to plan carefully. Consider:

- the time limit
- the amount of information available, and how much of it you can cover
- how much detail you can include
- dividing the material into sections, with subject headings
- the most effective way to present your information (OHT's, slides, videos, handouts, whiteboard etc.)
- deleting less important topics from the paper rather than hurrying to cover everything

If you write a 'script', allow roughly 400 words for each five minutes.

## Structuring Your Presentation

Have a clear, organised structure for your presentation. Structuring a presentation is no different from writing an essay or a report; it requires an introduction, body and conclusion. Like an essay, these sections of your talk need to fit together and be linked clearly. A poorly structured talk will confuse and frustrate an audience.

**Presentations should have the following structure:**

### Introduction

A good introduction will capture the audience's attention. An introduction is like a series of signposts that tell your audience what direction your presentation takes.

First greet the audience. Introduce yourself (even if they already know your name).

Try starting with a question or simply saying: "*Today I would like to talk to you about . . .*"

*Tell your audience what you are going to talk about.*

- State your topic and tell the audience what your presentation will cover.
- Outline the main points.
- Provide any necessary history or definition of terms.

### Body

The body of your presentation is where you develop the main points of your talk and present examples and evidence.

The information in the body needs to be well structured. Decide on an organising principle. It could be by chronological order, theme or order of importance.

- Move from one point to the next by using transitional phrases (such as 'Firstly . . . secondly' . . . 'finally').
- Offer evidence to support any claims being made ('for example . . .').
- Emphasise important information. Tell your audience when information is particularly important or interesting. Tell them why.

### Conclusion

The conclusion is usually a summary of the main points made in the body of the talk. Don't introduce any new information in the conclusion. Take the opportunity to show that you have covered all the points you made in your introduction.

- Work out how you will finish your talk. You can signal your conclusion with the phrase '*In conclusion . . .*'.
- Restate the main points.
- Re-answer the question.