

Presentation Tips

Understand expectations

Make sure you're clear on what is expected of you. What does the marking criteria say for this presentation? Will you be marked on your presentation skills, your knowledge, or maybe both? How long should your presentation be? Once you're comfortable with the purpose of your presentation, you can start to think about what you might cover. If you're unsure about any aspect of your presentation, make sure to ask your module leader.

Find your focus

Before designing your slides or trying to perfect your timing, it's important to consider what you're going to cover. It's easy to overestimate how much you can discuss in a short presentation, so focus on what is being asked of you. Which content is most essential? What would you like your audience to take away? Make sure your whole presentation contributes to that message.

Decide what you need

Once you know what is expected of you and what content you want to cover, it's time to decide what you need. Are you going to present with a slideshow, or maybe a poster? Do you think you'd find a script helpful, or notes to prompt you? Do whatever makes you feel most comfortable (as long as it fits within the assessment criteria).

Plan carefully

If you plan your presentation carefully, you're more likely to find it easier on the day. Consider how long you'll speak for each point you're making, and note down any key words or phrases you definitely need to mention. Is there going to be a Q&A at the end? Make sure to plan some answers to potential questions too.

Create your content

Your presentation is planned, now it's time to bring everything together. You'll most likely use a slideshow as part of a presentation, so it's important to make sure your slides are as helpful as possible for your purposes. Are they clear and concise, as well as visually appealing? Do they contain useful prompts that can keep you on track if you lose your place? Take a look at our [presentation example](#) for further support with creating an effective slideshow.

Rehearse, rehearse, rehearse

Make sure to rehearse your presentation several times before the real thing. First, try presenting aloud to yourself to check you're comfortable with the flow and timing. Then you could consider rehearsing in front of some friends, or if you'd prefer you could record yourself and watch it back. Practice doesn't necessarily mean perfect, but it can help you channel any nervous energy and prepare you more effectively for the day.

Feeling nervous?

It's completely natural to feel nervous about delivering a presentation. For further guidance and reassurance, check out [this video](#).