

1- Definition:

Giving a presentation *is a form of communicating* in which there is an oral transfer of information between two or more people.

2- Purposes of student presentations:

There are many reasons why students are asked to give presentations:

- Persuasion (convincing): to buy a product for example, or to choose the best candidate for the job.
- Training: classroom management techniques, to show student's skills
- Learning and teaching: covering specific areas of the lesson in more detail/ or inviting expert to speak on a given topic
- Informing: describing new policy or giving instructions.
- Assessment: as a part of evaluation, marks and credits.

3- Benefits of giving presentations:

- You break the ice/ do not be shy.
- Participation in learning process
- Practice language
- Increasing confidence to speak and present in front of audience.
- Improving marks earned for a module assessment.
- Developing communication and presentation skills.
- An exchange of roles from audience to presenter.

4- Examples of student presentation: Forms of presentations

- A viva voce to present an overview of your research.
- A seminar presentation.
- A group presentation on a topic given to the group.
- An individual presentation for job interview.

5- What makes an effective presentation?

- Careful planning and preparation. 1- (who / how long?)
- Speak louder.
- Good time management.
- Relevant and interesting topic.
- Clear structure (introduction, body and conclusion).
- Good communication skills.
- Appropriate use of technologies .
- Suitable audience participation.
- When you do not read everything from the paper or the slide.
- Keep eye contact with audience.
- Motivating audience

6- Advise for the use of power point:

- Make sure text can be read.
- Use appropriate size.
- Learn how to spell.
- Use different colors
- Beware of backgrounds (colors).
- Beware of animations (sometimes distractions).
- It must contain: title, introduction, methods, results, summary, conclusion.
- Use short sentences.
- Use the active tense.
- Be clear and precise.
- Write out exactly what you are going to say and learn it.
- Do not read every word on the slide.
- Practice in front of a friend or a mirror.
- Time yourself and get it right.
- Accept criticism and be prepared to change.
- Do not panic (Yes, I can do it).
- Be well prepared
- Be ready for the questions.
- If someone disagree with you , do not take it personally.

“A presentation consists of a verbal (what you say)and non-verbal (how you say it) component.”

7- What are the most important principles of doing good presentation?***Before you give the presentation:***

- Immerse yourself in your audience, and try to connect with the world as perceived by your target group.
- Put yourself in their position (for example: what would you like to know about this subject?).
- Reflect on the structure of your presentation.
- Ensure there is adequate visual support.
- Do a little every day.
- Do not prepare your talk in the last minute.

During your presentation:

- Maintain good contact with your audience: look at them in the eyes.
- Share your vision in the class.
- Check, now and again, if your message is (still) coming across well.
- Good appearance .
- Be clear and precise.
- Organize your presentation.

How do you prepare a presentation?

All the above-mentioned aspects play a role in the preparation. Above all, consider the assignment first: the lecturer has undoubtedly specified all kinds of information about what is expected of you and what the intention is in your reader or in Blackboard. If you have a clear picture of that, you can work on your assignment.