

Giving a presentation

Mick Sykes

Steps

- Choose a topic
- Get advice
- Gather information
- Decide what to put in
- Put it together
- Practice
- Give the presentation



Choose a topic

- Relevant
- Appropriate for a presentation
- Will fit the time
- Interesting



Get advice

- Where to get information ...
 - What to put in ...
 - What to leave out ...
 - How to use Powerpoint ...
 - How to use a flipchart ...
-
- BUT: have a go yourself first



PANIC!

OOPS!

#%&!

Help!

undo

Coffee

DONE!

Gather information

- NICE (<http://www.nice.org.uk/>)
- SIGN (<http://www.sign.ac.uk/>)
- BNF
- BMJ learning
- Library



Decide what to put in

- What are the key points?
- What are the essential details?
- What information is not essential?

Not everything has to be on a slide - you can have some notes with you to help you deal with questions



Put it together

- Choose some headings for your information
- Make about 1 slide for each minute of presentation
- 3 – 6 bullet points per slide
- Make it interesting

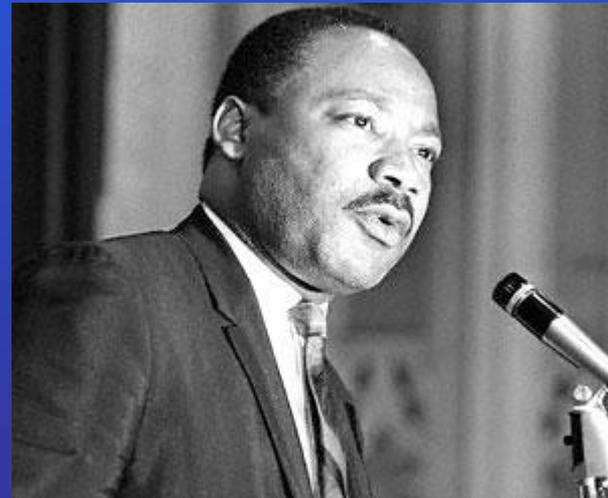


Practice

- Make sure the timing is right
- Make changes to help it flow

Gives you more confidence

You look as if you know what you are talking about



Give the presentation - introduction



- Yourself
- Topic of presentation
- Key messages
- Tell the audience when they can ask questions
 - *During the presentation?*
 - *At the end?*

Give the presentation – main part



Look at your audience



Make sure they can hear you



Remember to smile



Emphasise the key points



Watch the audience's reactions

Give the presentation - conclusion

- Summarise your key points again
- Tell the audience you have finished
- Thank them for listening
- Invite questions



Any questions?

