

Solve the academic puzzle

# Effective Presentation

“We have different strengths as speakers. It is useful to reflect on these skills and also identify areas we could improve.”

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## How effective are you in giving presentations?

Read the checklist below and rate how effective you are at giving a talk. Then use the space to make notes on how to improve in each aspect.

How good was your opening?

1 2 3 4 5

Did you begin with a brief outline?

1 2 3 4 5

Did you stick to your outline?

1 2 3 4 5

Was your main argument clear?

1 2 3 4 5

How well did you finish?

1 2 3 4 5

## Tips to engage and persuade audiences

Use these rhetorical devices in your presentations.

**Metaphors** link new ideas to a known concept to help understanding and promote familiarity.

**Anaphora** means repeating the same word or phrase at the start of successive sentences or clauses.

**Rhetorical questions** engage the listener but are answered for them.

**Parallel structures** have the same grammatical pattern in both parts.

## Tips for overcoming nerves



### PLAN

Prepare carefully – be confident about what you are going to say, and how you are going to say it.



### RELAX

Make a conscious effort to relax before the talk.



### MEMORISE

Memorise the opening—this will give you a strong start and make you confident.



### SMILE

Be in the room before everybody else if possible. Smile and greet your audience members as they arrive.