



PRESENTATION AND GUEST LECTURING SKILLS

TA Institute January 2017
Austin Taylor and Jens Vent-Schmidt

Agenda

- Intro to presentations and planning
- Tips and tricks for public speaking
- Impromptu presentations
- Intro to guest lecturing

Workshop Objectives

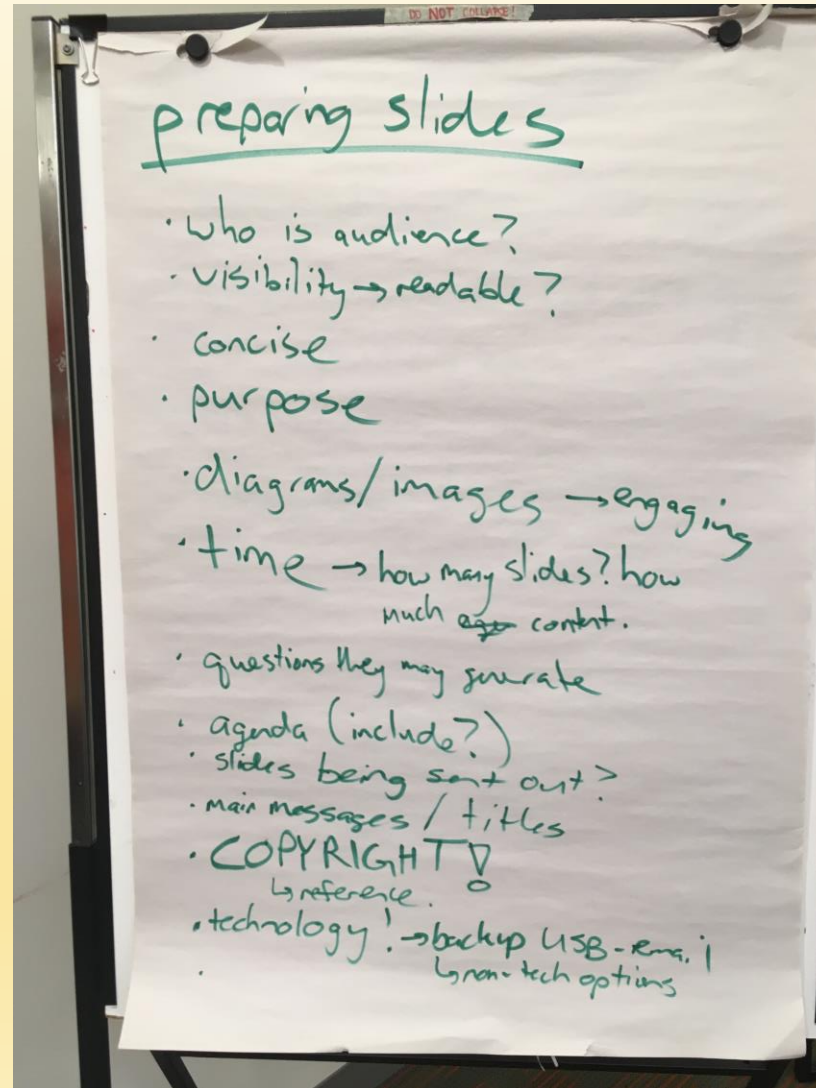
By the end of this workshop, you will be able to:

- Plan a successful presentation using the 5-point model provided in this session,
- Explore personal challenges in public speaking and practice strategies to overcome these,
- Identify differences and similarities between presentations and guest lectures and apply the presentation model to a guest lecture scenario

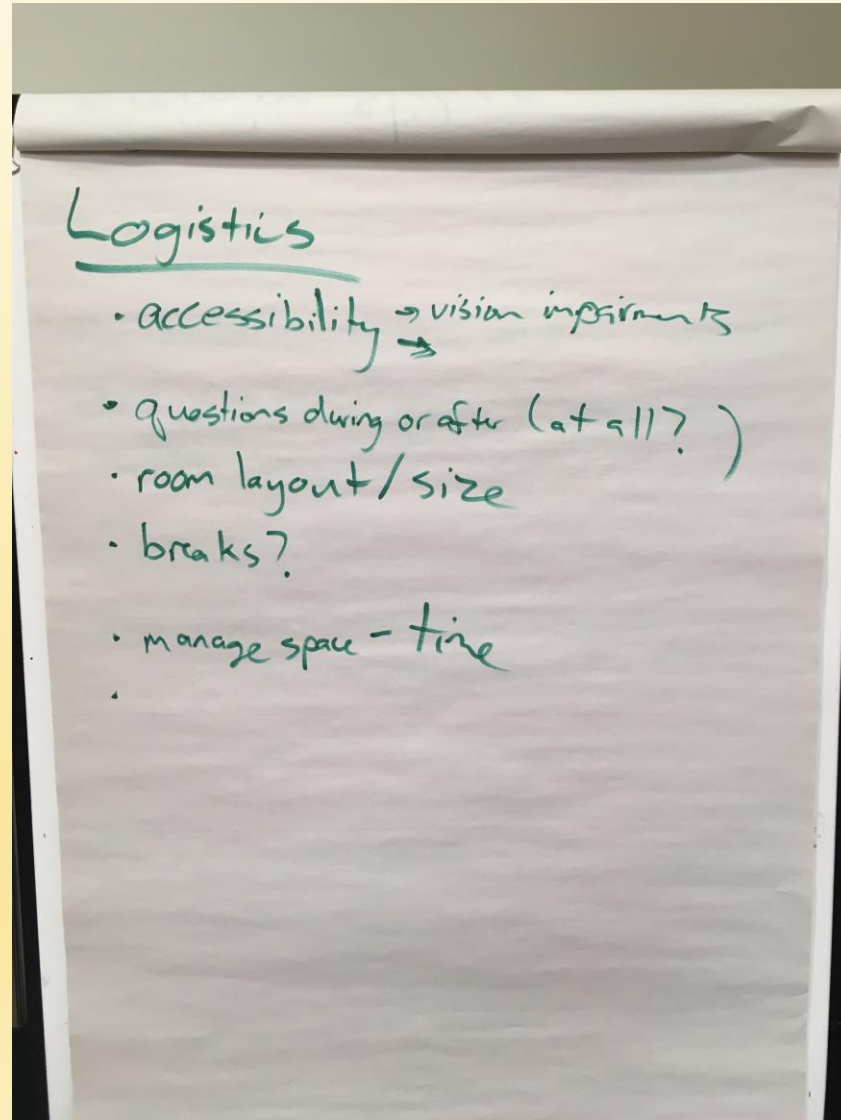
Presentation basics

- What are some things we need to consider:
 - *Before the presentation?*
 - When preparing slides...
 - For presentation logistics...
 - *During the presentation?*
 - *After the presentation?*
- What is your **MAIN MESSAGE?**
 - *How can you then break this down?*
- Practice! (and get video recordings)

Before the presentation: *preparing slides...*



Before the presentation: *logistics...*



Slide format

- TITLES
- approx. 7 words/line, and 7 lines/slide
- sans serif fonts
- appropriate colour contrast and complementarity (*resource: adobe color CC*)
- Font size: 16pt 20pt 24pt 28pt 32pt 36pt 40pt 44pt 60pt
- Use high-resolution vector format images (when possible)



Things to consider before the talk

- what's your main message?
- a shorter talk is always better than a longer talk
- is someone introducing you?
- do you need to give someone a short bio?
- thank someone for the invitation?
- need your own laptop?
- will you see the computer screen or only have the projector?
- Mac/PC software issues?
- when is the deadline to provide material?
- do you need or have a microphone?
- is there a pointer?
- do you have a timer?
- do you need water?
- are there questions throughout or at end?
- aim for one slide / minute (but this is not a steadfast rule — depends on the complexity, animation, etc.)

Things to consider during the talk

- talk to the audience (eye contact), not the slides
- emphasize important points with pauses
- pace yourself (you're usually faster when nervous)
- don't turn head when using a stationary microphone
- don't overuse a pointer (circling or flicking back and forth is very distracting)
- avoid sighing, breathing into microphone heavily, fidgeting, crutch words
- don't be afraid to leave the podium (if appropriate)
- be enthusiastic, and be you

Things to consider after the talk (questions):

- prepare for some ahead of time
- keep time for questions
- listen to question carefully, and paraphrase to ensure you understand it if needed (helps audience too)
- not knowing an answer is OK

Copyright for presentations:

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- Material for display in classroom, and most to secure password protected UBC sites is allowed (links are better). Exceptions exist!
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Presentations VS Guest Lectures

4 basic criteria for Learning Objectives

- A** – (Audience) learners expected to perform the desired behaviour → Who → Learner Centred
 - B** – Behaviour that the learner can engage in after the lesson → Demonstrative Verb
 - C** – Condition(s) under which the objectives should be attained → Condition
 - D** – Degree of competency expected upon completion of the objective → Criteria
- Ultimately, who (A) does what (B) with what (C) and at what level (D)?



Active Learning

- Opposite to passive learning
- Actively involves student in the learning (can be physical and/or mental engagement)
- In groups:
 - *What are the benefits (for learners) of active learning?*
 - *What are some challenges you might face in using active learning in your setting as a TA?*

Tips and tricks for public speaking

10 min: Gallery walk:

- Read over your peers challenges
- Add recommendations how you would address the shared challenges
- Read your peers' recommendations

Being engaging and/or interesting

Be enthusiastic about topic

Be (or at least appear) interested in the topic

LINK TO MEANING, VALUES.

Make it interactive!

Humor

✓ Link content to real world examples

Videos and audio clips

Make sure your audience has the knowledge to understand and follow.

Do not read off the slide, smile, talk to your audience.

✓ Tell a story - if the subject matters to you it may be easier to relate to

Build in moments where it is clear they can take a break from note taking

* Use Mixed Medium

Wear a weird hat
use art/poetry to emotionally engage

Pacing / timing

- "happy birthday" song
pause

concise, not too wordy,
practice in advance.

↳ use a timer

↳ Practice alone vs. a group in advance and see if your run time changes

Will you have 5 or 2-min warnings?

Run through out loud to yourself a few times
Then: run through naturally to a non-expert friend to test timing.
Build it short w/ back up extra content.

Drink water after every few slides

practice and time it before hand

check in w/ your audience if they are following you

Record yourself beforehand/while practicing

Nervous or timid presenting or answering questions.

- Breathe DEEPLY...

- Reinforce yourself with the fact that you are "teaching" the audience

small group work - fewer eyes on you & not on the spot

- Anticipate questions ppl might ask

Find a friendly face in the audience

If possible see if student in audience knows answer to question.

- Think that you are the expert, Be confident.

Remember they want to hear what you have to say - be positive.

- Practise over & over in advance

- Instead of saying "um" or "ah."

leave pauses in your speech

- Reflect on your strengths and assets. All communication styles have merit.

- Do POWER POSES

"Blanking" while presenting or answering questions.

"I'm blanking, can I come back to that?"
Drink some water while you think (not too long...)

Get a good night's sleep beforehand

If answering questions in a lecture, redirect to audience
Smoke bomb

It is okay to say 'I don't know' or 'let me think about that'. Don't need to immediately provide an answer.

Have good notes for the presentation that you can refer to.

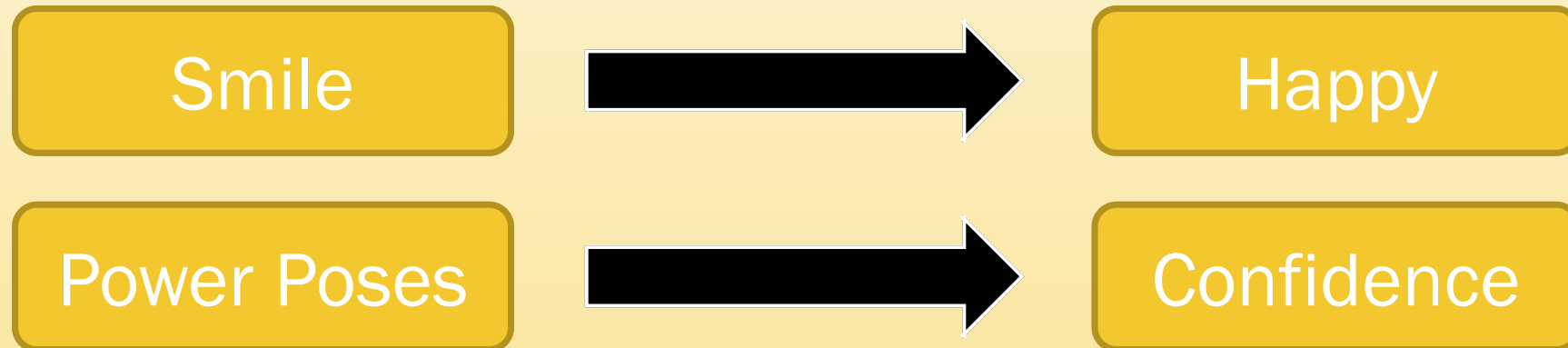
"May I get back to that? I would like to explain later because I am drawing a blank right now."

Repeat the KU & TS, meanwhile, have some jokes & or video to back up in case.

Model how to handle this with grace & self-acceptance; it is part of being human

Dealing with Nerves: Power Poses

- Body language affects:
 - *Your thoughts*
 - *Your feelings*
 - *Others' perceptions of you*



- Power poses before and/ or during a presentation
 - *Ted Talk by Amy Cuddy*