

The secret is all in the preparation. Presentations can be frightening – people are scared of failure but preparation is key to overcoming your fears.

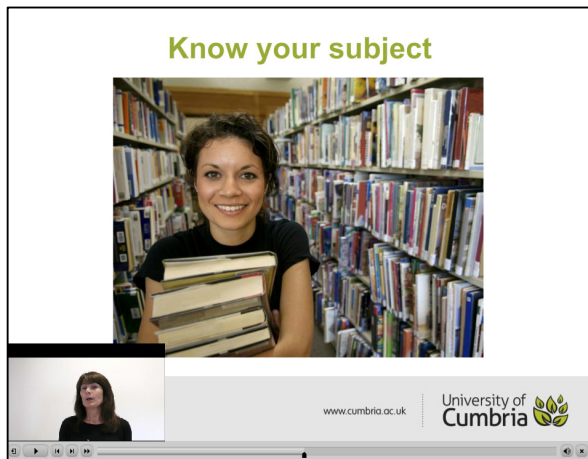
Another problem may be that you are just not used to presenting. A simple answer to this is to prepare and practise as much as possible in advance.

Rehearse in front of family and friends – anyone you feel safe with – and get feedback from them. Were your main points clear? Ask them for suggestions as to how you can improve.

also gives you the chance to check your timing. If you've been given a 10 minute slot you can practise and edit out any content if you're running over. It's a really good idea to

record your presentation and you'll be able to see more easily what you are doing well and what needs improving. You can borrow

recording equipment from the University or it may be easier to just use the voice recorder on your phone.



It's important you know your subject well. Presentations at the university are normally assessed so it's really important that you have a thorough understanding of what you are being asked to do. Are you being asked to present an argument or critically evaluate a concept?

You need to understand the purpose of the presentation before you can go out and do your research. Go to the Library, use Quest, read widely, see what a range of authors have to say about a topic. All this knowledge will give you more confidence on the day.

You need to **know your audience** and what their expectations are. You may be presenting in front of a number of tutors and course mates. Find out what knowledge they have already and how will you hold their attention or add to their understanding of a topic.

Other considerations:

Location of presentation and the **equipment** available. Where will you be and what will you be using? Visualise the presentation happening - it may help you to calm your nerves. Nerves are only human but if you do feel overly anxious try taking **calming breaths** and have water to hand in case your mouth dries up. Always remember **the tutor wants you to do well**, so keep that in mind and **stay positive**.

Have a **backup strategy** in case the technology lets you down. Store a copy of your presentation on your H:drive or pen drive and print off a copy – just to be sure.

Good luck with your presentation!

For further help please contact
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