

2021

Positive Presentations

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Take a moment to think about what makes presentations challenging for you

Lots of us find presentations challenging but not always for the same reasons.

See the ***next slide*** for things some students say make presentations challenging.

Notice any challenges you share.

Notice things others find challenging that maybe don't worry you so much.



What makes presentations challenging

confidence levels

Knowing how much content is needed

Unknown questions

Timing Memorising key topics
Anxiety Speed of talking Being filmed

formality

Remembering everything

Time frame

laughing

Life

Time/nerves as awareness the present is for a graded mark

Getting the meaning across to the audience

Being filmed

Answering the learning outcomes

Being filmed

speaking for 20 minutes

Virtual communications & presentations: how to “own” the virtual room

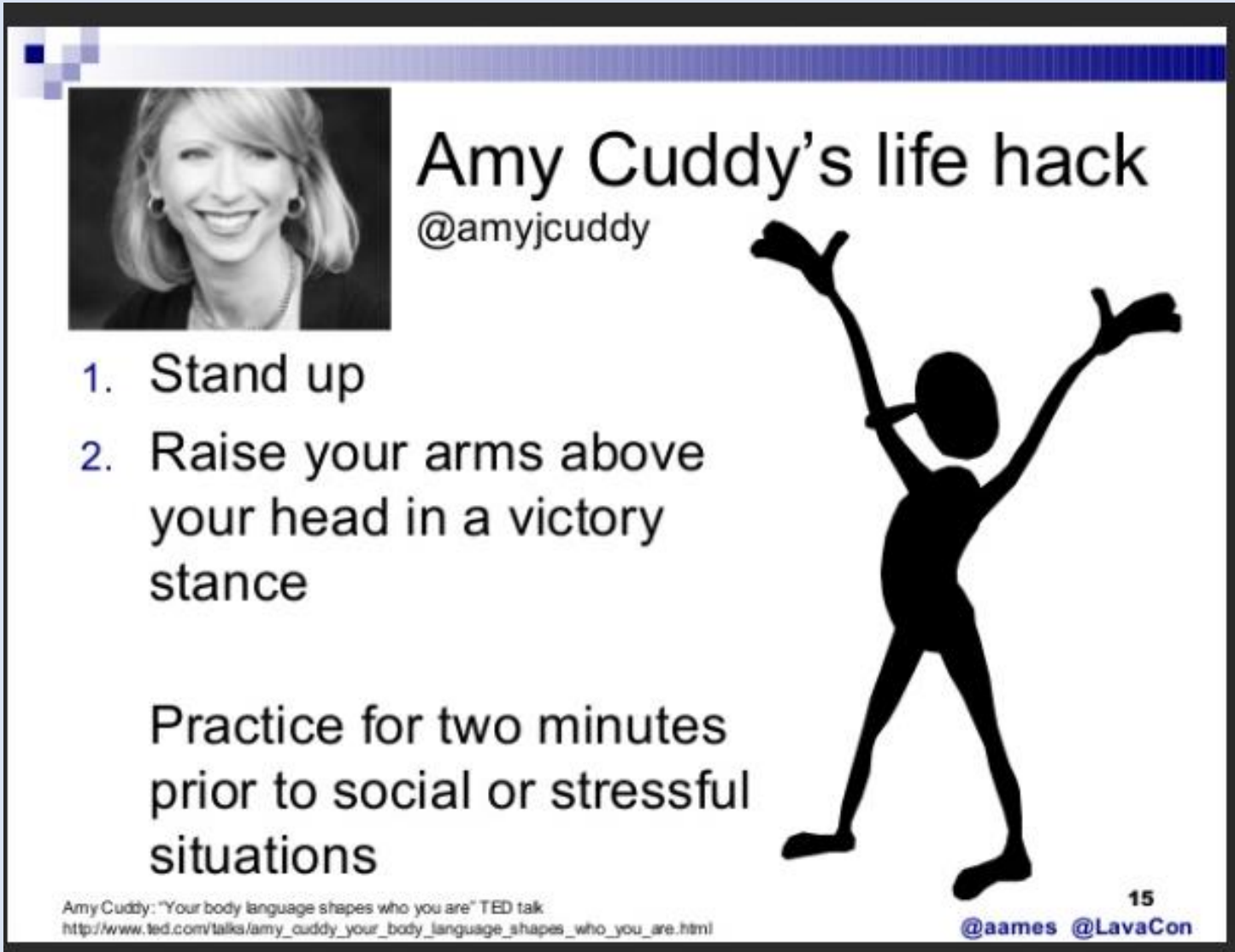


- 💡 Warm up your voice
 - 💡 Think about your background - what can be seen on camera
 - 💡 Be aware of facial expressions
 - 💡 Put away distractions
 - 💡 Engage participants
 - 💡 Think power pose!
- TY @scriberian

Kendall, L. [@LeighAKendall] (2020) *How to own the room when there is no room* [Twitter] 19 May. Available at: <https://twitter.com/LeighAKendall/status/1262808669756043264> (Accessed: 19 May 2020).

Image: @scriberian

For your eyes only: power pose in private



A graphic titled "Amy Cuddy's life hack" with the Twitter handle "@amyjucuddy". It features a black and white photo of Amy Cuddy on the left. To the right of the photo is a list of two steps: "1. Stand up" and "2. Raise your arms above your head in a victory stance". Below the list, it says "Practice for two minutes prior to social or stressful situations". On the right side of the graphic is a black silhouette of a person in a victory pose with arms raised. At the bottom left, there is a small URL: "http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html". At the bottom right, there is a slide number "15" and the text "@aames @LavaCon".

Amy Cuddy's life hack
@amyjucuddy

1. Stand up
2. Raise your arms above your head in a victory stance

Practice for two minutes prior to social or stressful situations

Amy Cuddy: "Your body language shapes who you are" TED talk
http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html

15
@aames @LavaCon

Amy Cuddy: TED Talk

Your body language may shape who you are

Amy Cuddy: 2 minute version

<https://www.youtube.com/watch?v=r7dWsJ-mEyl>

Full version:

https://www.youtube.com/watch?v=Ks-_Mh1QhMc

Cuddy, A. (2012) *Your body language may shape who you are*. Available at:

https://www.youtube.com/watch?v=Ks-_Mh1QhMc

(Accessed: 30 November 2019).



joe

@mutablejoe

Follow



top 5 most traumatic things a human can do:

5. move house
4. lose job
3. divorce
2. go to prison
1. listen to your own recorded voice

9:39 am - 6 Jun 2019

220 Retweets 1,868 Likes



51 220 1.9K



<https://twitter.com/mutablejoe>

As if power poses aren't enough – now we've gone full horror: listening to our own recorded voices!

Twitter jokes aside, we recommend getting used to the sound of your recorded voice. It can help us feel a bit less worried about how we are coming across in presentations as we've practised saying the content out loud before the presentation and have a better sense of how we sound.

Get used to the sound of your voice by recording yourself prior to presenting and listening back to your recording.

You can practise your presentation at the same time.

Journalist & academic Frances Ryan recommends detailing planning, practising beforehand, and getting used to rhythm of voice:

Ryan, F. (2019) 'How I overcame my fear of public speaking – and learned to love it', *The Guardian*, 8 April. Available at:

<https://www.theguardian.com/lifeandstyle/2019/apr/08/how-i-overcame-my-fear-of-public-speaking-and-learned-to-love-it>



Images: <https://pixabay.com/>



TED talk:

How to speak so that people want to listen - Justin Treasure

Listen from about 4:20 onwards for some tips on using your voice, including how to warm up your voice from 08:00 onwards.

Treasure, J. (2014) *How to speak so that people want to listen*. Available at: <https://www.youtube.com/watch?v=eIho2S0ZahI> (Accessed: 30 November 2019).

Managing slip ups: other students' suggestions

Slip up	Suggestion from group about how to manage this
Losing your place	Stop & take a minute; accept that it happens at times and don't feel bad – move on; if working in a group – help each other with prompts.
Running out of time	Practise with timer; check on timing in presentation; if running out of time try to finish on an appropriate point. Avoid temptation to speed up and talk faster! Work on a summary of key points (see point below about having too much information)
Starting to cough	Have a drink with you/take time to cough and audience will wait. Apologise, clear throat, carry on. Before presentation – work out an exit route if you really need to leave because coughing isn't subsiding (or if there is a fire alarm or something). If working in a group, could someone else step in and take over.
Remembering something right at end of presentation	Have clear reminders of key points for each section in your notes. If it will work, refer back to relevant point and fit it in as neatly as possible so it still makes sense – otherwise, let the point go.

Managing slip ups: students' suggestions

Slip up	Suggestion from group about how to manage this
Technology fails	Try to get into room beforehand to check all technology works. Have you got a contact if technology fails (eg IT Service Desk). Have a Plan B that doesn't rely on same or any technology. Have a print out should you need to present without technology. If you're giving a virtual presentation this can be more of a challenge. You could share a digital copy of your presentation with your attendees via email so they have a copy to consult if you end up having to talk over the phone instead of via Teams or Zoom etc.
Too much information to fit in time allocated	Practise beforehand. Work out key points beforehand and have bullet point prompts. Ask for advice (eg from peers) on key points when practising and then edit based on feedback. If you have a tendency to talk at length or even go off on tangents, practise using less your allocated time so that you know you can fit in your key points in less time
Not understanding a question someone asks about presentation	Prepare for possible questions. Ask them to repeat, or rephrase. If still not sure or don't know the answer – be honest and, if appropriate, you could suggest you will follow up and get back to them later.
Mispronounce a word	Practise beforehand – especially unfamiliar or challenging vocabulary.
Mind goes blank	Have cue cards/prompts. Pause and allow yourself to regather your thoughts; use cue cards.

Do you say things like this to yourself ...?

- *I'm going to forget everything*
- *I'm going to lose my place*
- *I can feel I'm blushing*
- *The technology is going to stop working*
- *There's a spelling mistake on my powerpoint. Why didn't I proof read it more carefully?*
- *They're going to ask me a question I won't be able to answer*
- *There's that word I can't pronounce properly!*
- *I can feel a tickle in my throat, I'm going to start coughing any second ...*
- *I'm running out of time but I haven't said my key point*



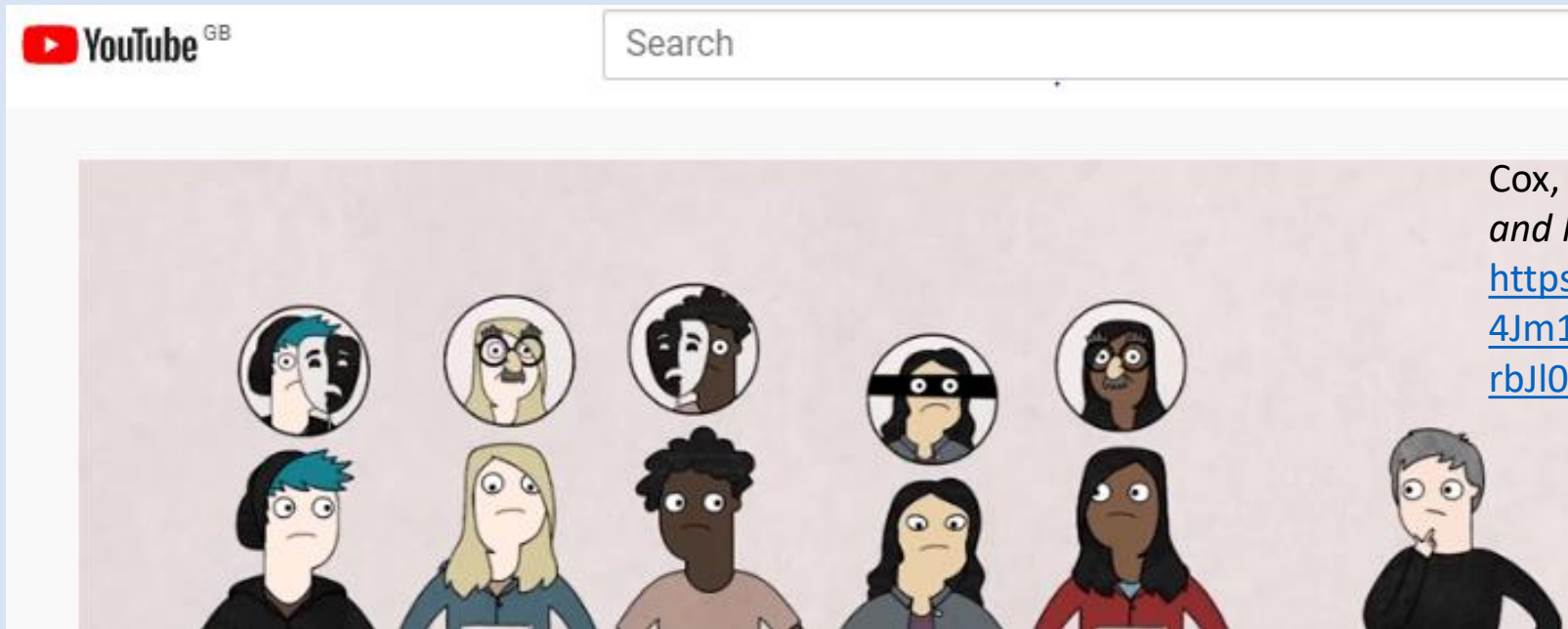
Images: <https://pixabay.com/>

These are examples of things lots of us say to ourselves when we are trying to do something that makes us feel anxious. What can we do to manage self sabotaging stuff like this?

Imposter syndrome and presentations

Feelings of being an imposter can be exacerbated when preparing for a presentation. We might think we're not clever enough or articulate or confident or *whatever* enough to give a positive presentation. We might feel "our ideas and skills aren't worthy of other's attention" (Cox, 2018).

Combat imposter syndrome: collect and revisit positive feedback – build up your bank of sunny thoughts. Have open conversations with peers, tutors and mentors about academic and professional challenges. "You have talent, you are capable and you belong," (Cox, 2018).



Cox, E. (2018) *What is imposter syndrome and how can you combat it?* Available at: <https://www.youtube.com/watch?v=ZQUxL4Jm1Lo&list=PLJicmE8fK0EjUhQiKifnsk6UC4rbJI0NV&index=5> (Accessed: 15 May 2020)

Building resilience



<https://www.mindful.org/why-your-brain-panics-under-pressure/>

Put yourself under pressure - rehearse in a setting that will be similar to the actual event; eg if your speech is going to be timed, set a timer when you practise. Desensitize your brain's flight-or-fight response.

Exercise every day - regular [exercise](#) increases your heart and breathing rate, which is linked to [chemical changes in the brain](#) that reduce anxiety and increase a sense of well-being.

Remember to breathe - on the day of a high-pressure event, [take a deep breath](#). Deep breathing exercises [have been proven](#) to reduce test anxiety, as they can counteract your body's fight, flight, freeze response.

Cox, E. (2018) *The surprising link between stress and memory*. Available at: https://www.youtube.com/watch?time_continue=21&v=hyg7lcU4g8E&feature=emb_logo (Accessed: 30 November 2019).

[LinkedIn Learning](#): wide range of courses to help with presenting and communicating.

Practical courses about using powerpoint, making posters etc & also courses to help develop “soft skills”.

You can dip into some bite size chunks or go for longer courses – the choice is yours. Below are a few examples that might help develop presentation confidence:

- [Managing your anxiety while presenting](#) tips from a University lecturer who is author of [Speaking up without freaking out](#)
- [How to stay on point/not get derailed by questions](#)
- [Communicating with confidence](#)
- [The resilience mindset](#)
- [Building resilience](#)





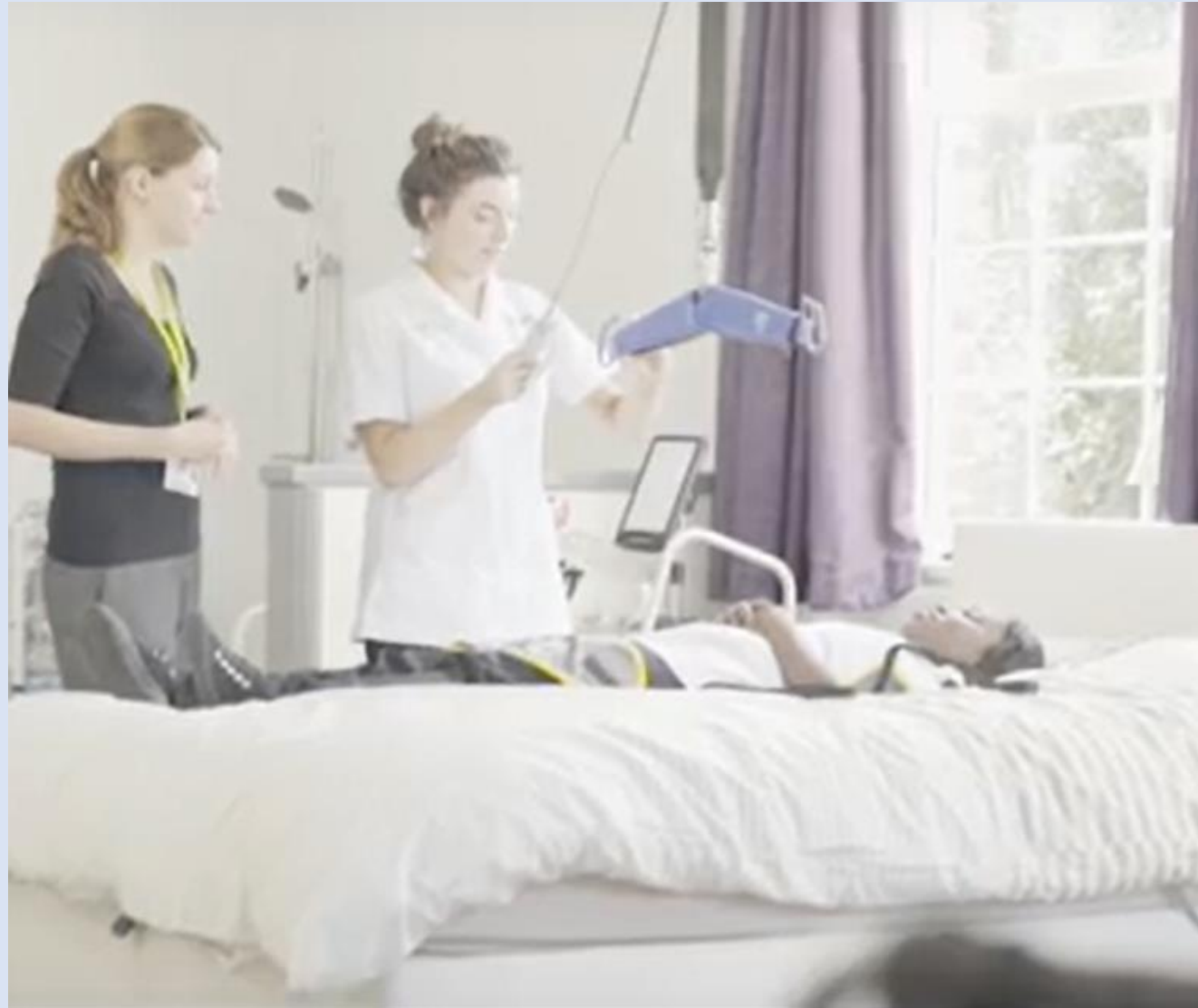
Emily, Joe and Daisy from the University of Manchester Library Student Team share insights on giving presentations. They discuss how everything from power stances to power dressing can help you succeed, including *slow down & breathe ...*

<https://soundcloud.com/uomlibrary/in-the-know-podcast-presentation-skills>

University of Manchester Library (2018) *In the know podcast: presentation skills* [Podcast].

Available at:

<https://soundcloud.com/uomlibrary/in-the-know-podcast-presentation-skills> (Accessed: 30 November 2019).



UoC OT Student 2019:

“Presentations are a way to share practice”.

How does it feel to see presentations as a way of sharing practice with your peers and/or community of practice?

Instead of thinking “Oh no, I’m giving a presentation”, what about if we thought: **“I’ll get the chance to share my practice and hear about other people’s practice”.**



You Had One Job

@_youhadonejob1

Follow



When you do all the work in a group project.



2:57 pm - 5 Jun 2019

475 Retweets 2,927 Likes



55

475

2.9K

<https://twitter.com/youhadonejob>

If presentations are about sharing practice, then we all need to play our part to develop our community of practice.

Be remembered for the proactive and supportive part you play in group presentations

Analyse other people's presentation styles



Watch presentation videos and analyse how the speakers are coming across to their audience and how they are presenting their material.

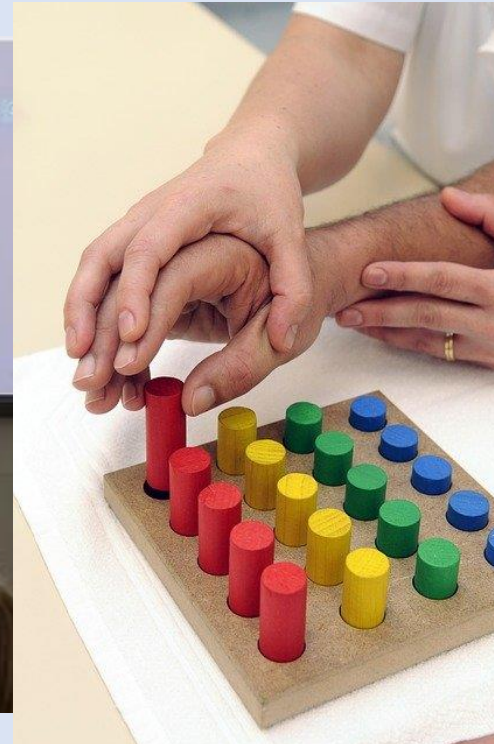
Notice what are they doing well that you might adopt to help develop your presentation style.

Notice what doesn't work for you about other people's presentation styles.

You need to find your own voice and use a style that works for you and supports you to meet your learning outcomes.

Preparing for a positive presentation

Reflecting on suggestions from this video, your subject knowledge, your practice – what steps are you going to take to help you prepare a positive presentation? If you're on a professional course that involves supporting others in some way, think about how you might apply the support you give to others to yourself. Think about the way you work with patients, clients, pupils, members of the public to help them overcome various challenges. What might you take from your practice and apply to presentations to help you manage presentations better for yourself?



Images: <https://pixabay.com/>

Four Steps to Conquering Presentation Nerves

<https://www.youtube.com/watch?v=FAZICtVRxv0#action=share>

<https://www.mindtools.com/pages/article/PresentationNerves.htm>

Mindtools (2019) *Four steps to conquering presentation nerves*. Available at:
<https://www.youtube.com/watch?v=FAZICtVRxv0#action=share>
(Accessed: 15 May 2020).



We all know that presenting online and working from home have challenges that are sometimes beyond our control. Enjoy this reminder of a pre-covid, pre-lockdown, working from home interruption that went viral in 2017.

BBC News (2017) *Children interrupt BBC News interview.*

Available at: <https://www.youtube.com/watch?v=Mh4f9AYRCZY> (Accessed: 10 January 2021).

Looking for a bit more advice and guidance?

Check out our [skills@cumbria](mailto:skills@cumbria.ac.uk) *Presentations* webpage:

<https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Presentations/>

Email presentation queries to skills@cumbria.ac.uk

Book an individual virtual appointment

<https://uoclibrary.simplybook.it/v2/>

