



# Giving Impactful Presentations

Multilingual Student Support (MSS) - Camosun College



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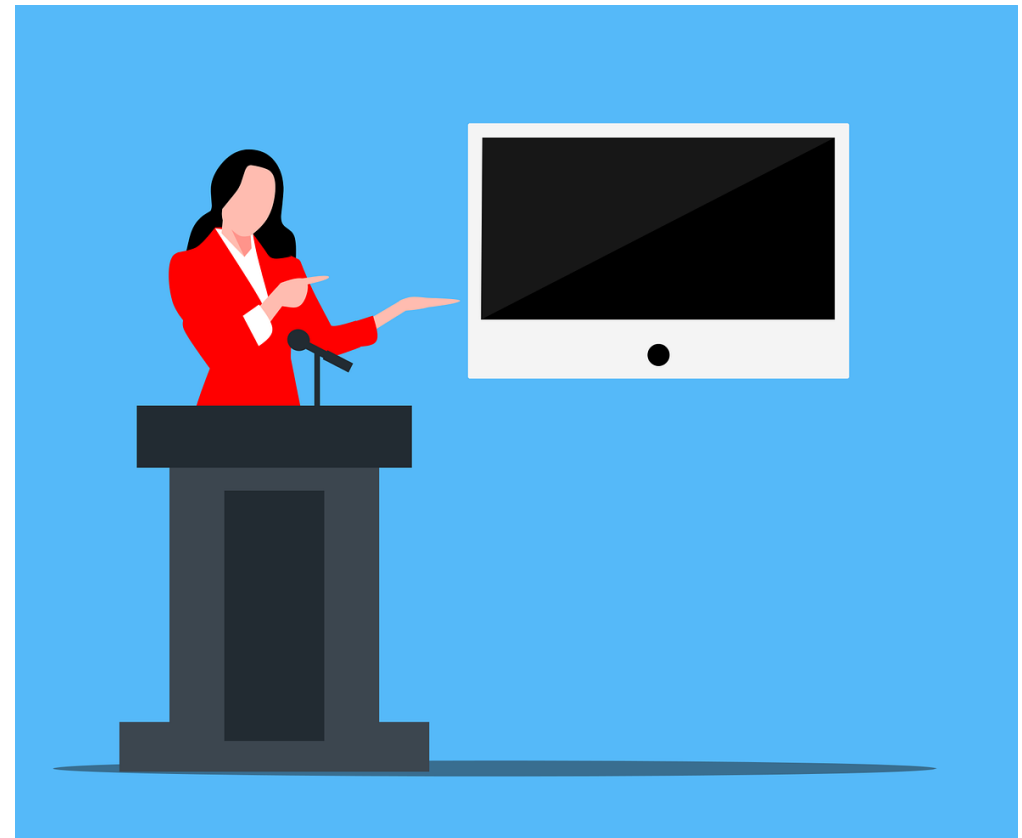
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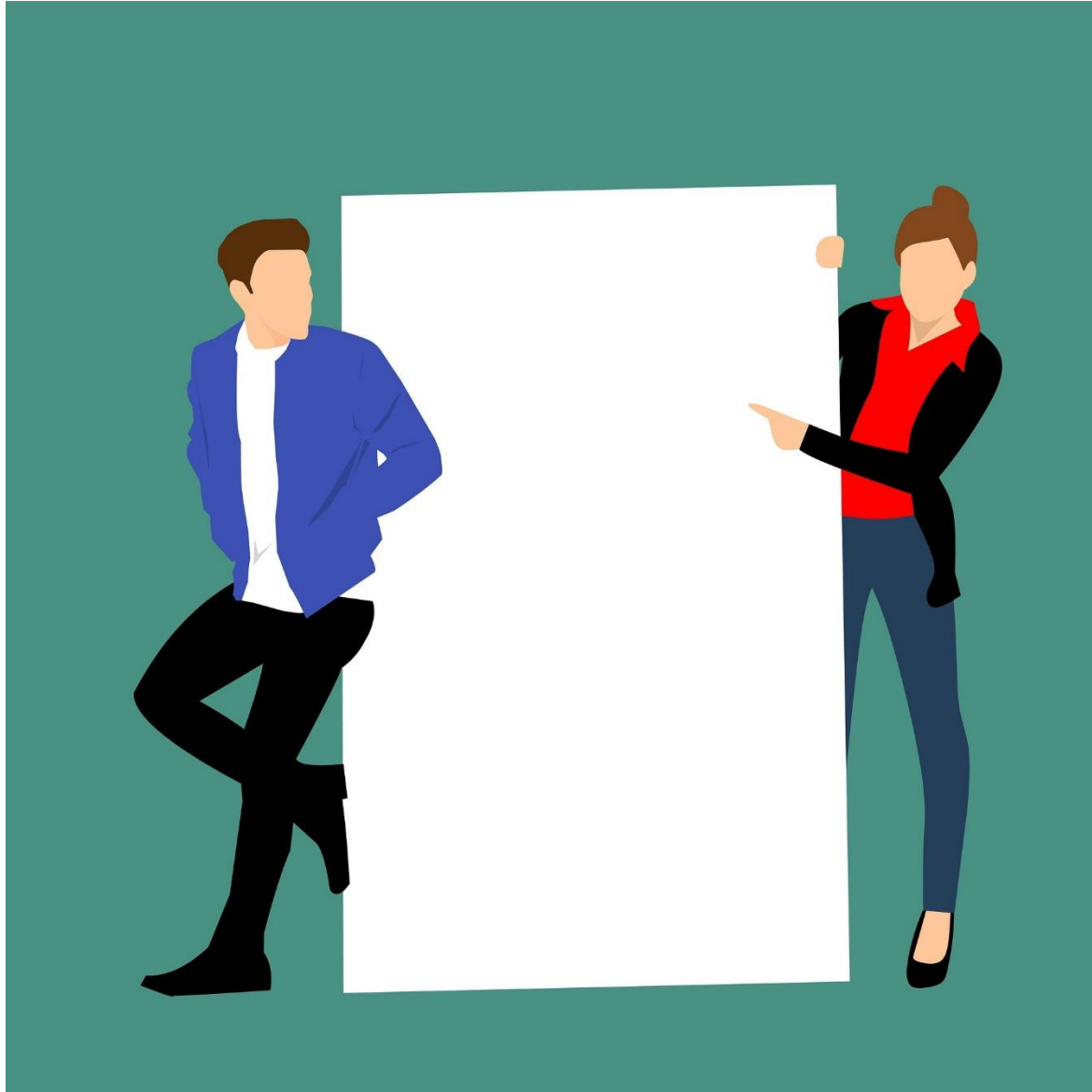


# Introduction

## Why Work on My Presentation Skills?

- Presentations are important assignments in many Camosun courses
- Workplaces require strong speaking skills
  - Sharing ideas, explaining, giving reports (Student Services, n.d.)
- Public speaking is a set of improvable skills
  - “Good speakers are made, not born.” (Guffey et al., 2016, p. 431)





## Goals

You will leave with enhanced presentation tools for ...

- ✓ Preparing and practicing your presentation
- ✓ Speaking clearly
- ✓ Incorporating visuals
- ✓ Using positive body language
- ✓ Dealing with negative emotions





# Let's Think About Presentations

- For you, what is most challenging about preparing and giving a presentation?
- What are some things you do well when giving presentations?





Preparation,  
Visuals, and  
Practice

# Preparing your Presentation

- **‘Backwards’ design**
  - What essential points will your audience leave with?
  - Keep that end goal in mind as you plan
- **Audience focus**
  - Who are they? What do they know? What do they need? What might interest them?
- **Keep organization simple**
  - Say what you’ll say → Say it → Say what you said
  - Introduction: ‘hook’ to catch attention; clear purpose
  - Body: match topic with organization type
    - Chronology, pros/cons, problem → solution, topics
  - Conclusion: review, emphasize key take-aways, be ready for questions



# "Hooks": Start by Catching Attention

Quotation

Story/  
Personal  
Experience

Surprising  
fact/stat

Question

Scenario





# Make it Memorable

Drama/  
Stories

Repetition

Visuals /  
Word  
Images

Memorable  
Stats

Engagement

We remember things that are:

- CLEAR
- ORGANIZED
- INTERESTING
- ENGAGING



“Tell me, I forget; show me, I remember; involve me, I understand.” (Guffey et al., 2016, p. 387)





# Practice

- **Practice! Practice! Practice!**
  - Build from informal to timed 'dress rehearsal' with audience (friend, classmate)
- **Reciting from memory is not the goal**
  - Memorized talks often robotic
  - Practice until confident and fluent
  - Use cue cards
- **Practice interaction with slides**
  - Help to guide audience ('As you can see...' 'This graph shows...')
  - Speak to audience not screen







Clear speech,  
body language,  
and managing  
emotion





# CLEAR SPEAKING

- **Slow down!** Pause between points
- **Fluency** with practice
- **Pronunciation for comprehension**
  - Practice key words (or find synonyms)
  - Speak loud enough for room
  - Use dynamic intonation = enthusiasm
- **Organization**
  - Include introduction, conclusion, and main points
  - Use transitions and signal words
  - Slides reinforce words



# Don't Forget Body Language

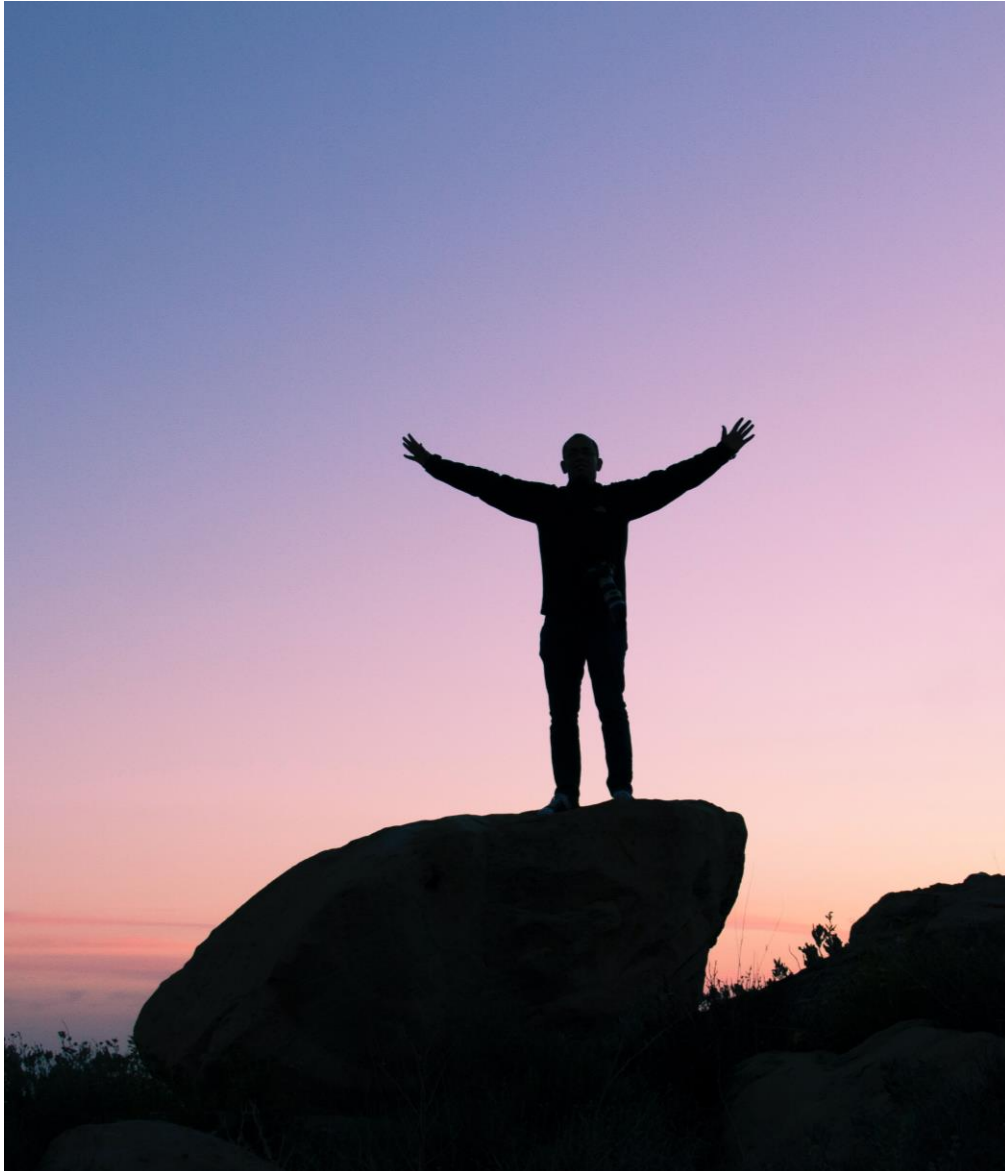
- Clothes
  - Look professional but feel comfortable
- Eye contact
  - Look around the audience (not just familiar faces)
- Posture
  - Strong, straight
  - Avoid slouching or putting hands in pockets
- Gestures
  - Planned gestures can enhance message
  - Avoid nervous signals
- Record with video to check body language





# MANAGE YOUR EMOTIONS

- It's normal to feel nervous when doing public speaking. Look at it this way:
- **Preparation + Practice = Confidence**
- **Monitor negative thoughts**
  - Visualize successful talk
  - Remind yourself that your audience wants you to succeed
- **Mind goes blank?**
  - Take a moment, breathe
  - Check cue cards to find place
- **Remember big picture**
  - Improving public speaking takes time
  - Separate self-worth from presentation success
- **Fake it 'till you make it!**
  - Project more confidence than you feel



# Let's Review!

- **Planning?** Start with the end (goals, take-aways) and focus on audience
  - Keep organization simple: start with what you'll do; end with what you did
  - Use slides and signal words for clear organization
  - Keep visuals simple & limit text on slides
- **Practice!** Know your talk well...
  - Improves fluency and organization
  - Practice hard-to-pronounce words - or find a synonym
  - Allows you to engage with audience
  - Reduces anxiety
- **Speaking:** Slow and clear
- **Body language:** Don't read → eye contact with audience
  - Cue cards only to prompt your memory
  - Monitor body language
- **Emotions:** Raise confidence with preparation & practice
  - Positive mind-set: Audience are supportive; goal is LEARNING, not embarrassment

Looking back at our goals -  
What are some tips that you  
will apply for...

- ✓ Preparing well?
- ✓ Speaking clearly?
- ✓ Managing emotions?





# Resources

- Get tips from [Chrisa Hotchkiss \(Camosun Learning Specialist\)](#):  
Google '*Camosun Learning Skills*'
- Stage fright keeping you up at night?
  - [Camosun's counselors](#) are happy to work on that with you
  - 250-370-3571
- Contact your [Multilingual Support Specialist \(MSS\)](#) to help prepare your next presentation



How was today's workshop? Take a minute to give feedback:



# References

- Algonquin College Student Support Services (2022). *Presentation anxiety*. <https://algonquincollege.libguides.com/studyskills/presentation-anxiety>
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