

## Options for colour

### Monochromatic:

1 colour in different shades.

### Complimentary:

opposites in the colour wheel e.g. blue and orange.



### Analogous:

3 colours next to each other on colour wheel.

**Accessible design:** see Leeds University's tips below.  
<https://tinyurl.com/38t89hjn>

## 3. Delivery

- **Rehearse:** practise timings; create prompts such as a script, PowerPoint notes or index cards.
- **Get feedback:** try the [Orai app](#) or ask friends, partners, parents.
- Visit the room if possible.



### On the day...

- Try not to speak too quietly or quickly.
- Remember to pause between points.
- Use open not closed body language.
- Avoid folded arms, looking down or turning your back to the audience.
- Use eye contact to engage your audience.



## Find out more



### Read:

- Levin, P. and Topping, G. (2006) *Perfect presentations*. Maidenhead: Open University Press.
- Van Emden, J. and Becker, L. (2016) *Presentation skills for students*. 3rd Edition. Basingstoke: Palgrave Macmillan.



### Watch:

- TED (2012) *Your body language may shape who you are*. Available at: [www.youtube.com/watch?v=Ks-\\_Mh1QhMc](http://www.youtube.com/watch?v=Ks-_Mh1QhMc) (Accessed: 17 March 2025).



Scan the QR code to book a tutorial/workshop, or access remote resources.

### Get in touch:

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# Study Skills



## Giving Presentations



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- **Design:** p. 3-4.
- **Delivery:** p. 4.
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## What makes a good presentation?



**Structure:** what should the audience know?

**Delivery:** how will you engage them?

**Design:** how will you communicate your message?

### Useful tools

- MS PowerPoint, [Prezi](#), Miro.
- Try designing your own images and infographics with Canva [www.canva.com](https://www.canva.com) or AI such as DALL-E <https://dallefree.ai/>

## 1. Structure

- Tell a clear story by considering the beginning, middle and end.
- Consider the main message you'd like to impact to the audience.



## Beginning: tell them what you're going to tell them

- Introduce yourself.
- **Outline:** what is it about?
- **Consider a 'hook':** interesting facts, statistics or a quotation to grab the audience's attention.
- **Justify:** why should we care?
- **Up next:** what key points will you discuss?

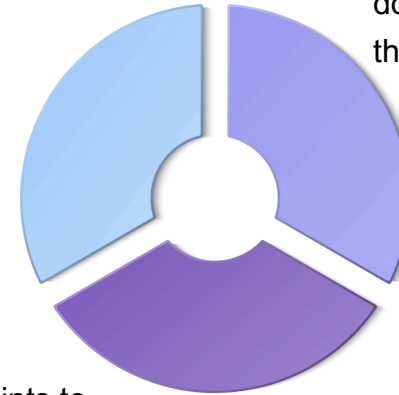
## Middle: tell them

- **Divide:** split the topic into key points to discuss with details/examples to mention.
- Plan how long to spend on each point or slide.
- Consider using a planning grid (see below).
- **Common orders:** chronological (follow the creative process), problem-solution, thematic.
- **Pecha Kucha:** 20 slides, 20 secs each.

Key Points	Details/ examples to mention	Timings

## End: tell what you told them

- **Summarise:** what was covered?
- **Memorable ending** e.g. your final point; a call to action; a rhetorical question.
- **Invite questions:** prepare by thinking what your audience may ask. If you don't know, pass it back e.g. I'd have to think about that. What do you think?



## 2. Design checklist



Readable sans serif fonts e.g. Arial or Calibri, size 24 font (for body text).

Bullet points and avoidance of too much text on each slide.

Relevant, high quality images that highlight your message.

Consistent style, colour and layout throughout your slides.

Strong contrast between the background colour and text.

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