

## 3D PRESENTATION SKILLS SELF ASSESSMENT TOOL

Employers increasingly expect graduates to have good oral communication and presentation skills. Being able to communicate persuasively is particularly important in professional roles where you need to influence others. Answer the questions below to assess your current presentation skills. Be honest so that you can determine the areas which could be improved to boost your competency and professionalism. You can score your skills for each presentation element and refer to the tips at the end for ways to improve your presentation skills.

	Always 5	4	Sometimes 3	2	Never 1
<b>PRESENTATION DEVELOPMENT</b>					
I know where, when and why I am presenting.	5	4	3	2	1
I identify the characteristics and needs of my audience, why they are there and what they already know.	5	4	3	2	1
My presentation content is well researched and I use evidence (e.g. statistics or quotes from academic sources) to support my points and give credibility to my arguments.	5	4	3	2	1
I have provided references for my content.	5	4	3	2	1
I check my content for discrimination and cultural insensitivities.	5	4	3	2	1
<b>PRESENTATION DESIGN</b>					
My presentation has a clear and logical sequence with an introduction, body and conclusion.	5	4	3	2	1
I have a strong introduction which includes any required background information for the audience, and an outline of my presentation and intended outcomes.	5	4	3	2	1
My slides are professional with a clear font and are easy to read.	5	4	3	2	1
My presentation content is well organised using appropriate headings and key points in my slides.	5	4	3	2	1
I only include legible pictures and diagrams that support the important points in my argument.	5	4	3	2	1
I have a strong conclusion which summarises why the main points are important to the audience (the take home message), and what they should do (a call to action).	5	4	3	2	1
<b>PRESENTATION DELIVERY</b>					
I tell the audience who I am and why I am here.	5	4	3	2	1
I use persuasive language to build a strong argument and to convince the audience.	5	4	3	2	1
I don't have to read or over-rely on notes because I have practised my presentation.	5	4	3	2	1
I focus on my audience by keeping eye contact with them.	5	4	3	2	1
I vary the volume and tone of my voice so that my presentation is interesting to listen to.	5	4	3	2	1
I maintain my usual pace and rhythm of speech and pause for impact and emphasis.	5	4	3	2	1
I pay attention to my nonverbal behaviour, like facial expressions, body movement and gestures so they are not distracting.	5	4	3	2	1
I rehearse and time my presentation so that I can pace my delivery within the available time.	5	4	3	2	1

## EVALUATING YOUR SCORES & TIPS FOR IMPROVEMENT

The tips below provide advice on ways to improve in key presentation areas, but no matter how confident a presenter you are you should ensure that you: **1** Rehearse the presentation out loud; **2** Time the speech before the actual presentation; **3** Stick to the point (and the time limits); and **4** Finish with a call to action and take home message.

### PRESENTATION DEVELOPMENT

Mostly 4s & 5s	Well done! You prepare yourself for a confident and professional presentation.
Mostly 3s	Good preparation is the foundation of a professional presentation. You have the makings of a good presentation but could better plan and develop your presentation.
Mostly 1s & 2s	You need to invest more effort into planning and developing your presentation. Your presentation is a reflection of you and your work but without appropriate preparation this can be lost. See the tips for ways to improve your presentation preparation.

#### To plan and develop an effective presentation ensure that you...

- Know the background and needs of your audience so that it is easier to make a connection.
- Adjust your language and explain key terms to reduce boredom and confusion.
- Use peer-reviewed quality evidence to support your viewpoint or argument.
- Include references and appropriate on-slide citations. If you use a direct quote, put it in quotation marks and include the author, year and page number.

#### To plan and develop an effective presentation avoid...

- Missing out key content – Check your content matches your task requirement and CRA.
- Assuming that your presentation will look the same on a different computer or that a projection will look the same as it does on screen. Check the presentation in the room you will be presenting in if you have access to make sure it works and looks the way you want it to.
- Not allowing enough time to research and plan your presentation. The better prepared you are, the more confident and professional your presentation will be.

### PRESENTATION DESIGN

Mostly 4s & 5s	Well done! You design and develop the content of your presentation for the audience to follow your argument in a clear, logical and engaging way.
Mostly 3s	A strong presentation structure combined with good visual design will enhance your presentation. You have the makings of a well-designed presentation. See the tips for ways to improve your presentation.
Mostly 1s & 2s	You need to invest more effort into designing and/or structuring your presentation. Good structure and design will improve the professionalism and impact of your presentation. See the tips for ways to improve your design skills.

#### To design an effective presentation ensure that you...

- Use a professional and legible font of the correct size.
- Use high quality diagrams, charts and images on your slides as they add variety and impact BUT ensure that they are clear and relevant.
- Allocate time strategically and budget the right amount of time for each slide based on its importance.
- Use a consistent style (colours, fonts, etc.) with sharp colour contrast to improve visibility and legibility.
- Proofread your slides – spelling mistakes are very obvious when projected.

#### To design an effective presentation avoid...

- Having too many slides for the time available to present.
- Placing too much information on a slide.
- Letting the technology dominate the presentation. The technology should support and enhance your presentation not overpower or replace it.
- Writing paragraphs or full sentences on slides. Instead focus on key dot points to take the pressure off you having to memorise all of your presentation content.
- Overusing special effects, such as slide transitions and animations, as they can be distracting and unprofessional.

### PRESENTATION DELIVERY

Mostly 4s & 5s	Well done! You are a confident and persuasive communicator who engages and connects with the audience.
Mostly 3s	You have begun to develop presentation skills. Any topic can be interesting if delivered by an effective presenter. Practising your presentation will improve your confidence and develop your presentation delivery skills.
Mostly 1s & 2s	Your presentation skills need some development. The tips suggest ways to gain and sustain the interest of your audience and improve your confidence when presenting.

#### To deliver an effective presentation ensure that you...

- Include 'signpost' transition words to link ideas and to lead the audience to the next point by using phrases such as on the other hand, consequently, firstly, secondly, lastly, most importantly, however, etc.
- Remember to introduce yourself and the purpose and structure of the presentation and let the audience know what's in it for them.
- Smile and remember enthusiasm is contagious.
- Seek feedback on your presentation delivery style from others to identify areas for improvement.
- Rehearse your presentation. Practising increases both your familiarity with the content and your confidence.

#### To deliver an effective presentation avoid...

- Reading your slides – they are there to support and enhance your presentation.
- A delivery style that is not engaging. This includes using a monotone voice or reading from notes.
- Having to skip information or race to finish. Time your presentation so that you don't have to skip over key points or rush at the end. If you are tight for time briefly summarise the key points on slides rather than skipping slides entirely.
- Using language which could be perceived as sexist, racist, discriminatory or offensive.