



## Preparing a longer presentation

This activity develops the skills needed to prepare and deliver a formal presentation. The presentations will be delivered and evaluated as part of the activity 'Evaluating presentations'.

### Outcomes

Students will be able to:

- select an appropriate topic for a presentation to the class
- carry out necessary research to collect the information needed
- deliver the presentation to the class (as part of 'Evaluating presentations').

### Time required

20 minutes briefing, one lesson for presentations and homework.

### Outline of the activity

- 1 Recap the 'Good practice for presentations' as discussed in 'Preparing a short presentation'.
- 2 Issue student briefing sheet and run through the points listed. This is aimed at getting the students to think about the structure and content of a presentation before engaging in a planning process.
- 3 Explain to the students that they will be preparing and delivering a 10 minute presentation on a topic of their choice selected from a specified area of this topic, such as 'The design of clinical trials'.
- 4 If used as a summative activity, ask students to present on different topics. For homework get students to plan their talk. During the next lesson peer review their plans in pairs or groups. Allow students to modify their plan.
- 5 If time allows, use the Powerpoint presentation to help advise the students on how to go about delivering a good presentation.

### Tips and strategies



Depending on the group's experience, you may choose to get the students to do part of the planning in class so you can keep tabs on how they are going about the task and provide assistance where required.

If you have a couple of lessons between setting the task and the students delivering their presentations, you might spend 5 minutes in each lesson discussing progress to identify problems and to encourage the students to give their best.

Ensure that students have access to any computing facilities that they require - some may not have a PC at home, but may still wish to use Powerpoint. In this case, it would be good if the students were able to use school facilities to do the work.



## Preparing a longer presentation: briefing sheet

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In this activity, you will prepare a longer presentation on a science topic. Giving presentations is one of the skills that many employers will expect you to have, so you should make the most of any experience you can get at school and college. Read this guidance sheet before planning your presentation.

### Things to think about when preparing a presentation

Who will you be talking to?

How much do they know about the subject already?

What effect do you want your presentation to have?

How long have you got?

Do you have to follow a certain format?

Where will you be giving your presentation?

Decide on your main points: no more than three points in a 10-minute talk.

Is there a logical connection between these points?

What evidence can you produce to support your points and make your case clear?

Things to think about when delivering a presentation

Briefly introduce yourself.

Check that your audience can all see and hear you.

Let them know if you are going to take questions as you proceed or if you prefer to invite discussion at the end.

You may want to give an outline of the structure of the talk, so the audience know where it is going.

You'll need to gain the audience's attention, so think carefully how you will introduce your topic - for example, you could start with an anecdote, a question or some contradictory statements.

Prepare your talk so you lead the audience through your main points in a logical and interesting fashion. It helps if you plan for variety in the ways you present your case. Where they are appropriate, you could plan to use:

- examples, anecdotes and case histories
- charts and graphs
- handouts (will you issue them at the start? in the middle? at the end?)
- slides
- video clips
- artefacts which people can pass round.



## Preparing a longer presentation: briefing sheet

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At the end

Summarise what you have said: 'In this talk we have discussed...'

Make your conclusions: 'It is clear that...'

Plan to leave the audience a parting shot to stimulate their thoughts.

Your task is to prepare a 10 minute presentation on a topic agreed with your teacher.

Your talk should include the following:

- An explanation of why you chose your topic.
- Background information about the topic.
- An explanation of the topic.
- An explanation of any implications of the science and its application.

If possible, you should discuss some examples or data (in table or graph form) in the context you are presenting.

An explanation of the impact the science in the context you are presenting.

You may choose to use ICT (e.g. Powerpoint), or you may write on the board. You should use whichever method you are comfortable with. Make sure that you are able to display data and graphs so they can easily be inspected by the audience. This may be most effective as a handout.

The intention is that you will deliver your presentation to a group of your peers who will assess your performance as part of a subsequent activity.

### Structure

Your presentation should have a clear introduction at the start, and should finish with a conclusion in which you summarise your key points.

You should tell the audience whether you want them to ask questions during the talk, or if you would prefer them to wait until the end.

### Reflection

When you have received feedback on your presentation, write down three points for improvement next time you do a presentation: