Collaborative Presentations

To book an **individual** or a **group drop-in session**, please visit the **Compass App**.

Whether you have got **assessed collaborative work** in your **UoSiL modules** and/or are taking part in a **study group**, you may often need to prepare and deliver **collaborative presentations** on **discipline topics**. Giving **effective collaborative presentations** is a **key academic skill** that is also transferable to your **current** and **future employment**. For example, it will help you to make **team proposals** and present **group projects** at work as well as discuss their **outcome** and/or offer possible **recommendations.**

Unlike individual presentations, collaborative ones presuppose that **you** are **all responsible** for their content and delivery. Hence, you will need to display **a variety of team-working skills**, and while this could be out of your comfort zone, there are some distinct **advantages** of speaking as part of a **group** rather than as an individual.

Some of these include:

- **Demonstrating effective team-working skills;**
- **Blending a range of discipline ideas to solve problems;**
- **Offering flexibility and variety of visual and vocal delivery;**
- **Enhancing your skillset and fostering innovation;**
- **Using a range of abilities available within your group;**
- **Exercising an extra level of quality control;**
- **Challenging ideas and providing a fresh collaborative perspective;**
- **Activating and improving cooperative learning techniques;**
- **Sharing workload and stress; and**
- **Relieving performance anxiety.**

Use the **Checklist** below to help you prepare and deliver **collaborative presentations** effectively.

Have you	✓
scheduled time to work together and created opportunities to make joint decisions?	
ensured equal group member contribution and practised interacting with each other during the delivery?	
thought about introducing yourselves and/or each other to the audience?	
considered how to grab the audience's attention, for example by asking them a question?	
stated the purpose and nature of your collaborative work and included an outline of your group talk?	
introduced each subject-specific point and expanded on it?	
supported your discipline argument/(s) using relevant facts?	
ensured you will not be reading from your notes and will be maintaining eye contact with the audience?	
considered the speed and pace of your presentation delivery?	
thought about which key words you are going to stress as you speak and what intonation patterns you will be using?	
examined the language structures you will be producing and evaluated their accuracy and appropriacy?	
planned to use transition signals such as 'In addition/In contrast' to add, compare and contrast information?	
used key words and phrases in your slides instead of long chunks of text?	
considered the purpose and effectiveness of your visual aids?	
included references in your slides and a bibliography at the end?	
considered potential questions and how you will respond to them?	
recorded and watched yourselves deliver the presentation?	
reflected on your rehearsal, given each other peer feedback and generated an action plan with areas to work on?	