

Individual Presentations

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

Whether you have got **assessed individual work** in your **UoSIL modules** and/or are carrying out a **project**, you may often need to prepare and deliver **individual presentations** on **discipline topics**. Giving **effective individual presentations** is a **key academic skill** that is also transferable to your **current** and **future employment**. For example, sales and marketing practitioners are frequently required to **present details of proposed schemes** to **managers, members of different departments** or **teams**.

Unlike collaborative presentations, individual ones presuppose that **you** are **entirely responsible** for their content and delivery. Hence, you will need to display a **variety of skills**, and while this could be quite daunting, there are some distinct **advantages** of speaking **individually** rather than as part of a group.

Some of these include:

- **Recycling, consolidating and mastering discipline content;**
- **Scheduling and managing your time effectively;**
- **Exploring and finding your own personal presentation style;**
- **Overcoming the barrier to face people on your own and gaining more confidence;**
- **Organising the material and demonstrating logical flow and development of subject-specific ideas;**
- **Developing your ability to design and use a range of communication tools such as PowerPoint slides and visual aids;**
- **Improving your ability to critically understand and respond to questions;**
and
- **Refining your public speaking skills and gaining more autonomy.**

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

Have you	✓
thought about introducing yourself 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 work and included an outline of your 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/or 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 members of the audience can ask and how you will respond to them?	
rehearsed the presentation at least once?	
recorded and watched yourself deliver the presentation?	
reflected on your rehearsal, asked for peer feedback and generated an action plan with areas to work on?	