

## Presentation Skills (3-minute challenge)

- **Prepare a short presentation:** create a 3-minute presentation about your current work. This could be your PhD topic, an electronic poster, a paper you're working on, etc.
- **Find a partner:** choose a partner who is not from your scientific field. This will challenge you to explain your topic to someone unfamiliar with it.
- **Record your presentation (optional):** if you feel brave, ask your partner to record your presentation on your phone. This can make it feel more like a public talk and provide valuable material for later analysis. You can review the video without sound to assess your gestures and expressions and listen to the audio only to evaluate the clarity of your speech.

### Content

- Keep your presentation clear and simple. Concentrate on three key messages at most.
- Help audience to follow by breaking down the content into sections. Use signposts "First", "Next", "It is essential to note", "For example", "Finally", etc.).
- Speak in short sentences (25 words max) and reasonable pace (ca. 150 words/min).
- Use silent pauses to gather your thoughts, appear confident, and give the audience time to absorb your message.
- Use active voice. E.g., "we studied...; we created a tool..." rather than "the problem was studied...; a tool was created...".
- When presenting for general audience, limit the usage of field-specific terms or try to explain them in non-specialist language.
- Emphasize the outcomes of your research.
- Be enthusiastic about your subject.
- Convey your presentation as a story with a beginning, middle and end.
- Try to leave the audience with understanding of what you are doing, why it is important, and what you hope to achieve.

### Structure

1. **Introduction**
  - a. Capture the audience's attention at the start with a hook. It can be a question, a story, interesting fact/statistic, metaphor, or quote.
2. **Body**
  - a. Provide context & background of your research.
  - b. State your research goal and how you achieve it.
  - c. Articulate the significance of your research outcomes for society.
  - d. Use examples that the audience will relate to.
3. **Conclusion**
  - a. Return to your introduction to close your talk.
  - b. End on a high note.
  - c. Thank the audience.

### Checklist for self-reflection

- ☐ Did you use the attention-grabbing hook at the beginning of presentation?
- ☐ Did you speak in short sentences so the audience can follow easily?
- ☐ Did you speak at a reasonable pace?
- ☐ Did you speak loudly enough for the people on the back of the room heard you?
- ☐ Did you use the vocabulary that your audience can understand, i.e., **did not** overuse the field-specific terms?
- ☐ Did you speak fluently without filler words "um", "ah", "er", "like", "so", "well", etc.?
- ☐ Did you clearly expressed the message that your audience can take away from your presentation?
- ☐ Did you face the audience?

- ☐ Did you establish eye contact with audience?
- ☐ Did you exhibit nervous behaviours?
- ☐ Did you thank the audience for listening your presentation?

Your own notes