Further readings and templates

# Chapter 10: Presentation skills

## Your presentation skills

Maybe give this form to someone to help you get some feedback on your communication and presentation skills next time you do a presentation.

Have a look through the skills listed below. Indicate on the table how good you are at each of the items listed. If necessary, ask a friend who has seen one of your presentations to give you some feedback.

|  |  |  |  |
| --- | --- | --- | --- |
| **Skill** | **Not confident**  **Unable to do this** | **OK** | **Very confident**  **Able to do this well** |
| *Able to show confidence in delivery* |  |  |  |
| *Able to present in enthusiastic manner* |  |  |  |
| *Able to relate well to audience* |  |  |  |
| *Able to speak clearly without reading a script* |  |  |  |
| *Able to use a variety of presentation tools (e.g. visual aids, PowerPoint) and use them well* |  |  |  |
| *Able to show creativity in developing and delivering the presentation* |  |  |  |
| *Able to spell correctly on any PPT slides* |  |  |  |
| *Able to prepare and give a clear and helpful introduction* |  |  |  |
| *Able to link topics and presenters to create smooth flow of presentation* |  |  |  |
| *Able to give a logical flow to the presentation* |  |  |  |
| *Able to give a clear and succinct Conclusion* |  |  |  |
| *Able to manage the time and pace of the presentation* |  |  |  |
| *Able to prepare technical issues well* |  |  |  |

Understanding our abilities is the final issue we need to consider when preparing a presentation: without that knowledge, we may not be able to understand what our potential might be. Preparing to deliver a standard presentation may be OK, but demonstrating creativity and delivering a presentation which goes beyond expectations will be more likely to impress the assessors.