

## Presentations

**Interviewer:** Today, we're talking to people about presentations. What advice would you have for someone giving their first presentation?

**Tolani:** I would tell anybody who's presenting to just, first of all, don't be nervous and prepare. Preparing is always good before presentation<sup>1</sup>. Actually draw up maybe your slides or what you intend to present and go through them a couple of times with someone you feel comfortable with. And once you do that, you know, you get into the element and even if you are on stage and you make a mistake, you can still just carry on. So, yeah, just prepare and be yourself when you're presenting.

**Jason:** Be confident. It's not, it's not a bad thing to ... to be afraid<sup>2</sup>, you know. I've been doing it for ... for many years. In fact, you know, I did a very large presentation last week. I still think you get nerves but it's how you use those nerves to your advantage and, you know, be comfortable with your ability and make sure you know your subject matter. But yeah, anyone can be successful presenting. It's, you know, the more you practise the better you get.

**Vivek:** Smile; be as confident as you can; and just remember, you're the most credible person in the room: I think is probably the three things I'd say, because you're the one actually presenting and everybody's hearing you.

**Jenny:** Probably to practise. I think that's very important especially if you're going to be, if you think you're quite nervous. As long as you know your content then I think that will really help you get through the presentation.

**Interviewer:** What skills do you think you need to have to be a good presenter?

**Chris:** Skills? Again, confidence is a big one ... The ability to think on your feet is another good one and also to make sure you watch the people around you, who you're talking with and observe them and how they're responding, because that can help keep people engaged with how the conversation, the presentation is going.

**Kieran:** Confidence ..., knowing your topic and knowing your audience.

**Prad:** Be yourself, just be natural, be yourself. You may be nervous; that's part of being natural. I think your audience would appreciate that. Skills? Be prepared. Keep it simple. I've seen a lot of presentations where there's a million words on a single PowerPoint slide and if you, if you— And put stuff up that you actually understand. If you don't understand what it means, you can't talk about it. So don't lie or pretend.

**Tolani:** I feel that you need to have maybe good people skills because, you know, with presentations, it's not just about the ... the words you're saying, it's not just about the delivery, but it's how you're connecting, you know, with the people that you're speaking to. So, if you're natural and wanting to, you know, talk to people and work with people then that would also come through within your presentation.

**Interviewer:** Do you enjoy giving presentations?

**Tolani:** No! No, I'm joking! So, I ... I do as part of my role. Sometimes, I can get a bit nervous depending on who I'm presenting to. You know, if it's a bigger group or bigger audience then naturally I would be more nervous. But in my role it's something that I do on a, on a daily basis or weekly basis. So that gives me the opportunity to practise and perfect my presentation skills.

**Vivek:** Yes. I used to be a teacher. So, I used to teach at high school and because of that I have always enjoyed speaking in front of large audiences and assemblies, and children coming up to me and saying "Sir, sir, can we do this?" Yeah, I do like it.

**Prad:** No, I hate them, but I do them.

<sup>1</sup> The correct form is 'before a presentation'.

<sup>2</sup> The correct form is 'it's not a bad thing to be afraid'.