QA

ACE Quick Guide to Academic Presentations

In degree apprenticeship study an assignment may take the form of an academic **presentation**, which can be presented **individually** or as a **group** activity.

As with other assignments, **presentations** require academic skills such as planning and structuring key information, use of **academic conventions** and incorporation of **relevant sources**. The assessor will also expect you demonstrate your **knowledge** and familiarity of the topic in accordance with specific learning objectives.

Creating an Academic Presentation

✓ Select the **presentation software** that is right for you **(PowerPoint, Prezi, Canva, Google slides)**, and make sure to check the required format.

✓ Attend the **'Deconstruction of the Brief'** activity in class and follow up with office hours to clarify uncertainties.

✓ **Prioritise key information** when planning your slide or poster content. **Keep it minimal** and remember the slides do not serve as your script.

✓ Make sure the **images** that you choose are **relevant** to your **message** and **do not clutter** your slides or poster with **unnecessary visuals.** Avoid overly complex diagrams.

✓ **Confirm** with your **lecturer** whether they require a **reference slide** at the end of your work and ensure this is in keeping with university guidelines.

✓ Use **design** and **colour** in ways which are **academic, professional** and, **accessible. Avoid bright colours** such primary colours, which are difficult to read.

Tips for Impactful Slides

Titles should be **concise** and introduce the topic.

Avoid using the slides as a **script**. Instead use the **text** to illustrate **key points** and as a prompt.

Use **accessible design** and colour in ways which are easy to read. **Dark** text on **light** background is advisable.

Academic Presentations

1. Keep slides **minimal.** Use text to illustrate **key points**.

2. Dedicate time to **criticality, and reflection.**

3. Avoid **unnecessary visuals** or overly **complex diagrams**.

Do not clutter your slides. Make sure that the **images** you use are **relevant.**

Only use **bold** to place **emphasis** on key words or important concepts.

Treat the **presentation** like any other **academic assignment**. Apply academic skills such as **critical analysis**, **reflection** and **relating theory to practice** (see further resources section).

The Structure of a Presentation

1. Introduction

Speaker **introduces** themselves and the **purpose** of the presentation, before providing some background **context** and an outline.

2. Main Body

The speaker discusses the **presentation topic** in **detail**. They present their arguments with supporting evidence and examples. This section often includes **criticality**, **relating theory to practice** and **reflection**.

3. Conclusion

The speaker **summarises** the main points covered and **draws conclusions.** This section may also **propose recommendations** based on critical analysis covered in the main body.

4. References

Speaker may **refer** to **references** and incorporation of **external sources** if required.

5. Q&A

If delivered in person, the speaker allows time for the **audience** to ask **questions** and further **clarifies** any **points.**

Recording and Delivering an Academic Presentation

✓ **Organise** your **notes** clearly via bullet points, **headings**, and subheadings. Try to avoid overly scripting your presentation or reading directly from the slides.

✓ Whether **recording** or **delivering** in person, make sure to practice. Consider your **voice** and speak at an assured **pace** and **pitch**. Remember to **breathe**.

✓ Consider your **audience** or **listener** by ensuring the content is **engaging** and **relevant** to the **brief.**
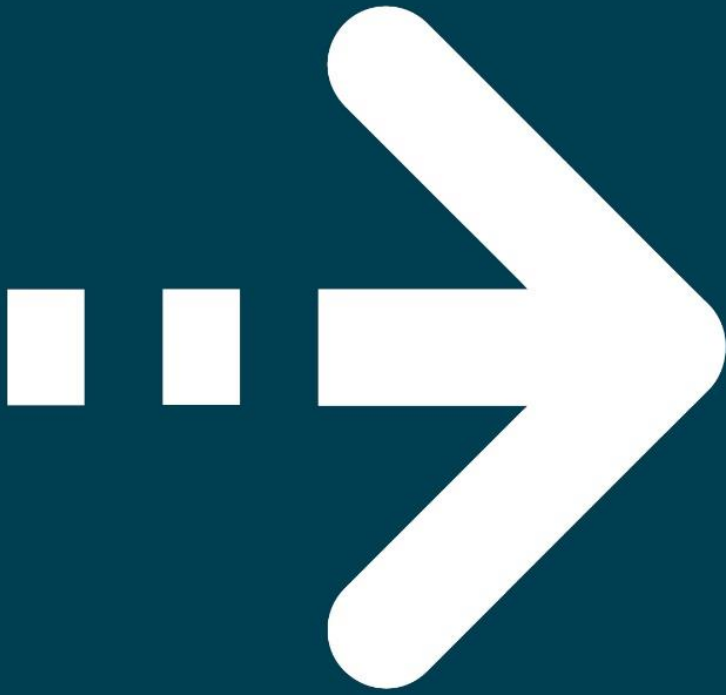
✓ If presenting as a **group**, consider how your work relates to one another. Enable **smooth transitions** and **handovers.**

✓ **Rehearse** your **presentation**. If you're given a time limit rather than a word count, time yourself reading from a previous assignment at **a leisurely fluent pace**.

Additional ACE Resources

- Introductions and Conclusions Quick Guide
- Critical Writing: Building an Argument Quick Guide
- Relating Theory to Practice Quick Guide
- Reflective Models Quick Guide