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## Study Factsheet Series - No 7

# Presenting to your Class

Giving a talk to a group of people is like taking them on a tour: a tour of your ideas. This tip sheet will show you how to plan your talk and build your confidence in speaking effectively to an audience.



## Dealing with Nerves

- > **Nerves are normal** for public speaking and they will help you deliver your speech.
- > **Calm yourself beforehand** whenever you think of your presentation by telling yourself it will be okay. If you have done a talk in the past that went ok, remind yourself of this.
- > **Take slow breaths** as this reduces the stress.
- > **Tell yourself you will do fine** (even if you're not sure!) This will help you to keep the nerves to a useful level.
- > **Think about afterwards** and your relief once it's finished!
- > **Focus on something in the room.** It may be a friendly face, what someone is wearing or the back wall (eye contact is good but if you need to look past them to keep calm, that's ok).
- > **Share your enthusiasm**, focus on getting your message across and communicating why you find this topic interesting - it will be infectious!

**Don't panic** – if you stumble on your words or drop your props, forget it and move on. Your audience will go with you and understand that no-one's perfect.

## Plan Your Talk

This is like planning your itinerary and what you will need to take with you.

- > **Do the research** on your topic.
- > **Write it out** in dot points (see 'Body of Your Talk' below).
- > **Put these on palm cards.** Practice aloud with a friend or the mirror: check you have said what you wanted to say.
- > **Organise your props** – a poster, a PowerPoint of photos, cartoons or graphs, or some practical items to illustrate your talk.

## The introduction for your talk

This is like telling the group where they will be travelling today and what they will be seeing.

- > **Say Good Morning/Afternoon.**
- > **Introduce yourself.**
- > **Inform people of your topic and why you have chosen it** (make it interesting).  
eg. *“We’re going to be looking at diabetes, one of the biggest health problems in Australia’s aged, and how it might affect you if you are elderly.”*
- > **Summarise your main areas.**  
eg. *“I’ll be covering 3 main points in my presentation...”*
- > **Say when people can ask questions.**  
eg. *‘Please feel free to ask any questions at the end’*  
or *‘Please feel free to ask any questions as I go along.’*

## Body of your talk

This is like giving a commentary on what the group is seeing on the tour.

- > **Give the main points of what is interesting about your topic** – not too much detail, even though you may know a lot more.
- > **Be logical** - put them in an order that makes sense.
- > **Illustrate each point with a specific example.**  
eg. *‘Parliament House is one example of a building design which...’*
- > **Show your ideas visually** - to keep people engaged and interested in what you are saying.  
eg. *Use PowerPoint slide/ handouts with large print/ posters with pictures/ an item to show the group.*

## The End of the Journey (Conclusion)

- > **Summarise your main points.**  
eg. *‘I’d now like to recap some of the main points raised...’* or *‘To summarise...’*
- > **Say why this information is significant** – such as, what does it mean for those who work in this area?  
eg. *“This highlights the importance of ... which those working in this field will need to consider when...”*

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