

# MPSW5013/ PPSW6013

## RESEARCH METHODOLOGY

### Presentation Skills

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# Overview

- Preparing for viva-voce
- Tools for Making a Good Presentation
- Presentation Skills
- Technique to Answer Questions

# GUIDELINES- viva-voce

1. Attend dissertation defenses- regularly attend the defenses of their colleagues—those internal and external to their respective fields of expertise- throughout their programs, not just several weeks prior to their own defense.
2. Know the rituals.
3. Know the time allocated- how much time for the complete oral defense, presentation and questioning,- should confer with their advisors.
4. Use PowerPoint- a professional approach - encapsulate the study - focus on its most salient findings
5. Ask these questions: “What do I want people to know about my dissertation?  
“What is the most important information that I can present and talk about?”

Create a goal-oriented presentation- navigates attendees through a logical, point-by-point sequence of information

# INITIAL STAGE

- Title of the dissertation, including the presenter's name, department and date.
- Department or program of study.
- Committee acknowledgment: Include the names of the dissertation advisor and committee members.
- Why choose certain topic - what informed that decision
- Present an outline of your presentation

# STATEMENT OF THE PROBLEM

- A brief statement- a particular critical situation revealed in the scholarship.
- Incorporate - statistics, data and information about the problem.
- Include elements of the literature review - provide a viable framework that stands as evidence - critical experts concur- merit in conducting the research.

# SIGNIFICANCE OF THE RESEARCH

- Address the importance of the research to a wide pantheon of shareholders, - those most invested as beneficiaries to those least.
- Focuses on the wider applications of the research to the community at large.

# RESEARCH QUESTION(S)

- List all RQS or hypotheses.

# LITERATURE REVIEW

- Literature review: Presenters should provide an overview of salient critical studies.
- Such slides serve two functions: delineate the current critical perspective - justify that the research advances the scholarship through its research objective



# METHOD

- An overview of the application of particular methods through which research questions are answered.
- Include references to critical information that addresses the rationale for the selection of a particular method and
- addresses issues of validity and reliability.

# MORE GUIDELINES

- 6. Provide PowerPoint handouts - Prepare hard copies of the presentation for each committee member and attendees and distribute them before the defense.
- 7. Anticipate questions- In what areas would they most likely be focused?

# MORE GUIDELINES

- Consider the X factor. While there are no guarantees of technological integrity or flawless appearances, having Plan B as a backup is a good thing.
- Handouts can save the day if technology fails, and an additional fresh shirt for a spilled coffee can be a salvation for the X factor.

# PRESENTATION SKILLS

- Know the types of presentation-monologue, guided discussion, proposal defense etc.
- Know the content well
- Know the audience
- Know the factors that can affect the presentation, including body language and movement, visual aids and practice
- Know the structure and strategy-design a suitable structure and plan effective strategies
- Know the various methods of practice
- Know methods to overcome nervousness

# ESSENTIALS OF A PRESENTATION

- Non verbal communication
- Simple language
- Visual aids
- Personal appearance

# NON-VERBAL COMMUNICATION

- The use of strategies that cover non-verbal activities.
- Involve the use of body language and voice control.

# BODY LANGUAGE

- The use of non-verbal communication such as posture, eye contact, hand gestures and facial expression.
- Posture: standing up straight with weight distributed evenly on both feet, projects confidence. Signify stability.
- Eye contact- Make a wide sweep.
- Gestures- appropriate gestures to calm your senses. Dynamic speaker. Vary the force and nature of your gestures.

# FACIAL EXPRESSION

- Smile because it signals confidence, openness and relaxation.
- Practice delivering a relaxed smile in front of a mirror.



# VOICE CONTROL

- Conversational tone
- Audible voice
- Firmness-no hem-haw.

# STRATEGIES:MOVES IN PRESENTATION

- Introductory Move- initial stage, greetings, introduction of self and supervisor/s, title and outline
- Body move; background info,problem statements,lit review, methodology, results.
- Concluding move: Time check, hint of end of presentation,conclusion, offer to answer questions.

### Introductory move

Greeting

Introduction of self

Introduce supervisor/s

Give an outline of the presentation

### Language Focus

Body move	Language Focus
Background info	
Problem statements	
Lit review	
Methodology	
Results	

## Concluding Move

Time check

Hint of end of presentation

Drawing conclusion

Making recommendation

Offer to answer questions

## Language Focus

Mental note

# PRACTISE,PRACTISE,PRACTISE

- 2 phases; practice on the content and non-verbal communication and practice using the visual aid.
- How-practice with friends
- In front of a mirror
- Use a voice recorder-listen to your voice and trace any weaknesses.

# HOW DO YOU OVERCOME YOUR NERVOUSNESS?

- Pacing slowly
- Yawning
- Eating light meal
- Memorizing the opening statement
- Getting strength from the audience
- You know more
- Use slow tempo- not too slow though

# ASSIGNMENT

- Present your slides utilizing the introductory, body and concluding moves.
- You are given 10 minutes to present.
- 10 percent will be awarded for this assignment.