



LOCATING SUPPORT AND RESOURCES

- **Arts Faculty**
 - Presentation skills sessions are run as part of the Humanities Research Skills Module (HUM), and are open to all Arts postgraduates.
 - On-line IT support (ASSIST) can be accessed at <http://www.le.ac.uk/assist/>
- **Student Learning Centre (SLC)**
 - *The Student Learning Advisor will provide help with presentation skills. To make an appointment, email studentlearning@le.ac.uk, phone 252004 or go to College House.
 - *Postgraduate Workshops will be held throughout the year. For further information, go to <http://www.le.ac.uk/slc/workshopprogramme.html>
 - The Study Guides mentioned below are available from College House or at <http://www.le.ac.uk/slc/on-line.html>
- **English Language Teaching Unit**
 - Information on speaking skills courses for non-native speakers are available at <http://www.le.ac.uk/lisu/eltu/courses/support.html>
- **AccessAbility Centre**
 - Information on additional support for students with disabilities can be found at <http://www.le.ac.uk/accessability/>

SPECIFIC CHALLENGES	RESOURCES		
	Face-to-face*	Printed	On-line
Structuring the presentation		Study Guide 'Structuring a Presentation'	http://www.le.ac.uk/slc/presentation/index.html
Dealing with questions		Study Guide 'Responding to Questions Effectively'	http://www.ucl.ac.uk/epd/ps/presources.htm
Coping with nerves		Study Guide 'Stress Management for Presentations'	http://www.ucl.ac.uk/epd/ps/presources.htm
Managing the time		Study Guide 'Keeping to Time'	
Addressing large audiences		Study Guide 'Presenting to Large Groups'	
Using PowerPoint	- IT-PowerPoint for presentations (HUM)		www.le.ac.uk/slc/itskills.html
Presenting visuals		Study Guide 'Using Visual Aids'	http://www.staffs.ac.uk/schools/business/bsadmin/staff/s3/jamr.htm
Presenting data		Study Guide 'Presenting Numerical Data'	http://lorien.ncl.ac.uk/ming/Dept/Tips/writing/data.pdf

