

COMMON MISTAKES IN MAKING A PRESENTATION

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Abstract

Presentations are an essential part of academic, professional, and educational settings. However, students encounter common mistakes that undermine the effectiveness of their delivery. This article explores frequent mistakes in presentation and guides students in developing engaging and impactful presentations.

Keywords: Presentation, conference, seminar, audience, structure, visual.

Introduction

We all know that with the development of time, the interest in science is also developing day by day. Research and presentations are being conducted in universities and other business or scientific activities. Presentation (Latin word “praesentatio” - to present) is the formal presentation of a newly created specific thing [4]. A presentation is a designed to present information, convey the thoughts and ideas of the presenter to the audience [3]. It is often done using slides, graphs, photographs and other visual materials. Presentation tools are us in various fields, for example, in education, scientific work, business idea generation.

Presentations are a vital tool for communication in academics and professional settings. However, many students struggle to create impactful presentations, often making avoidable mistakes that hinder their effectiveness. Below are some common mistakes that students encounter and tip to overcome them.

The main objectives of the presentation are as follows.

1. Providing information; conveying new knowledge or information to an audience.
2. Expression of ideas; express their thoughts clearly and clearly and clearly is enough.
3. Solving problems; to propose a solution to specific issues, to offer opinions.
4. Holding various events; attending conferences, seminars or other events [1].

When preparing a presentation, it is necessary to clearly know its purpose and to whom it will be presented. When preparing this, you should pay attention to the structure, i.e. the structure of the introduction, body and conclusion based on the plan. During the presentation, the presenter should be able to control his inner emotions, to concentrate his thoughts and express them fluently and clearly to the listeners. Most people cannot tell the difference between a conference and a presentation. But they have differences. At the conference, scientists, experts



or business representatives and other interested people gather and exchange their opinions on any issue, problem or topic. In addition, they conduct experiments based on these ideas. Conferences are often held in scientific, professional, social spheres. As a result, they share their knowledge and experience. They exchange ideas about new research and new modern technologies in our daily lives, and spend hours discussing how to innovate and expand their capabilities. In some cases, it may take several days.

Nowadays, presentations are organized not only by specialists or scientists, but also by university students. Students make common mistakes and shortcomings they face. How or under what circumstances can this occur? The presenter is not sufficiently prepared for the topic he has chosen or given, does not feel the responsibility assigned to him, does not master the selected material well, and answers the questions of the audience in the audience, that is, in the large hall intended for the presentation is not ready to answer.

Failure to properly allocate time during the presentation, being indifferent to important points and spending time on less important information. Using ready-made slides and other visual materials and rushing without a thorough understanding can lead to mistakes [2].

During the presentation, it is necessary to pay attention to the tone of the voice and the beautiful pronunciation, so that the speech is not fluent. Otherwise, the occurrence of these errors can result in the audience getting bored or losing their attention. During the presentation process, not only these, but also the mistakes of not listening attentively to the people in the auditorium and the questions, not interacting with them, and not taking their opinions into account.

He should listen and answer the questions asked by the listeners with respect. Any presenter has difficulties in conveying his ideas to the audience due to internal emotions of stress during the presentation. As a result, the intended goal is not achieved and the quality of the presentation is negatively affected.

It is not only the errors related to the speaker's speech and tone of voice, but also the lack of understanding of the purpose and the lack of logical sequence in the structure of the presentation.

What is structure? Structure of a specified object or a topic in the development of science. It is a set of stable relationships that preserve the main characteristics of the defined object and its internal and external changes. Structures vary. For example: if you need to make a presentation on the subject of geography, you need to use geographical structure, mathematical structure, dynamic structure, etc. It is structured according to each field. There is even word structure, and ideas need to be considered and thought through carefully before giving a presentation.

During the presentation by our mentors, we give young people the necessary recommendations, skills and advice. For example: practicing more on yourself before the presentation, ensuring that the written slides are aesthetic and easy to read, trying to make the speech simple and fluent so that everyone can understand it will improve communication with the audience and keep their attention. trying to attract. The technician gives useful advice on how to test the equipment in advance. If the presentation is conducted following these recommendations, the students will achieve their goals.

Thus, before giving a presentation, a student should thoroughly prepare, have an understanding of his topic, pay attention to the fluency of his speech, do exercises, quickly engage in



communication with the audience and try to attract their attention. Then the results will be effective and successful.

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