

Exploring Students' Preparation Before Presentation at the Classroom

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Abstract

Effective classroom presentations require meticulous preparation to ensure successful communication and audience engagement. This mini research explores key aspects of student preparation, emphasizing the significance of thorough research, clear organization, engaging delivery, and effective practice. By conducting in-depth research, students can gather credible information and develop a strong foundation for their presentation. Organizing the content logically, using outlines, and incorporating visual aids enhances clarity and audience comprehension. Rehearsing the presentation, practicing timing, and incorporating feedback from peers or instructors can significantly improve delivery, build confidence, and minimize anxiety. Ultimately, thorough preparation empowers students to deliver impactful presentations that effectively convey their message and achieve their desired learning objectives.

Keywords: *Students Preparation, classroom Presentation, practice, communication*

Abstrak

Presentasi kelas yang efektif memerlukan persiapan yang cermat untuk memastikan keberhasilan komunikasi dan keterlibatan audiens. Mini research ini mengeksplorasi aspek-aspek kunci dari persiapan siswa, menekankan pentingnya penelitian menyeluruh, pengorganisasian yang jelas, penyampaian yang menarik, dan praktik yang efektif. Dengan melakukan penelitian yang mendalam, mahasiswa dapat mengumpulkan informasi yang kredibel dan mengembangkan landasan yang kuat dalam presentasinya. Mengorganisasikan konten secara logis, menggunakan garis besar, dan menggabungkan alat bantu visual akan meningkatkan kejelasan dan pemahaman audiens. Melatih presentasi, melatih pengaturan waktu, dan memasukkan umpan balik dari rekan atau instruktur dapat meningkatkan penyampaian secara signifikan, membangun kepercayaan diri, dan meminimalkan kecemasan. Pada akhirnya, persiapan yang matang akan memberdayakan siswa untuk menyampaikan presentasi yang berdampak dan menyampaikan pesan mereka secara efektif dan mencapai tujuan pembelajaran yang diinginkan.

Kata kunci : *Persiapan siswa, presentasi kelas, latihan, komunikasi*

1. Introduction

Preparation is a fundamental aspect of successful class presentations. As Benjamin Franklin famously stated, "By failing to prepare, you're preparing to fail." Inadequate preparation inevitably leads to subpar presentation outcomes. Students must prepare comprehensively for their presentations, encompassing both practical and mental aspects. This includes gathering necessary materials such as PowerPoint presentations, projectors, and handouts. However, equally crucial is mental preparation. Overcoming nervousness, fear of public speaking, and anxiety about audience perception requires significant effort. With thorough preparation, students can confidently address audience questions, even if they don't have all the answers (Michael, 2023). In the digital age, readily available online resources facilitate research and material gathering. Memorizing the entire script verbatim is an ineffective approach. Instead of rote memorization, students should focus on deeply understanding the core concepts and key talking points. The method of crafting the script, whether it involves jotting down key ideas or writing out every detail, should align with the individual student's learning style and presentation goals. Ultimately, genuine understanding of the subject matter is paramount for a compelling and effective presentation. This research will attempt to explore the way EFL student doing the preparation before presentation at the classroom.

2. Literature Review

2.1 The Preparation of the Students

Effective presentations begin with a deep understanding of the subject matter (Anderson & Duarte, 2013). Students should dedicate ample time to researching and comprehending all aspects of their topic. This includes identifying key concepts, gathering relevant data, and analyzing information from credible sources. Creating detailed outlines and mind maps can help organize thoughts and ensure a logical flow of information. Practicing the presentation multiple times, both aloud and silently, allows students to refine their delivery and identify areas for improvement.

Understanding the audience is crucial for successful presentations. Students should consider their audience's prior knowledge, interests, and expectations. This allows them to tailor their presentation style and content accordingly. Using clear and concise language, avoiding jargon, and incorporating relevant examples and anecdotes can enhance audience engagement. Visual aids, such as slides or props, can also be effective in conveying information and capturing attention. Nervousness is common before presentations. However, adequate preparation can significantly boost confidence. Practicing in front of a mirror or a small group of peers can help students overcome stage fright and refine their delivery. Focusing on clear articulation, maintaining eye contact with the audience, and using appropriate body language can enhance the overall presentation experience. Utilizing effective public speaking techniques, such as varying tone and pace, can make the presentation more engaging and impactful (Linus&Omojunikanbi, 2022)

2.2 Anxieties and Confidence

As we know it is not easy to make students can speak English fluently in speaking class. Sometimes it is not just because they do not understand the topic but also because it depends on their personality in facing the task in speaking class. (Pratiwi & Prihatini 2023). Presentation anxiety is a common experience for many students. It can manifest as physical symptoms such as increased heart rate, trembling, or sweating. Cognitive symptoms may include racing thoughts, negative self-talk "I'm not prepared enough," "I'm going to forget everything", and a fear of judgment or failure. These anxieties can significantly impact a student's ability to deliver a confident and effective presentation (Grieve et al, 2020). Building confidence is crucial for overcoming presentation anxiety. Thorough preparation is the foundation of confidence. When students understand their material deeply and have practiced their delivery multiple times, they feel more secure in their knowledge and ability to communicate effectively. Positive self-talk and visualization techniques can also help boost confidence. By imagining a successful presentation and focusing on their strengths, students can shift their mindset from fear to empowerment.

Creating a supportive environment can significantly impact a student's confidence. Encouraging a positive and non-judgmental atmosphere in the classroom can help alleviate anxiety. Providing constructive feedback that focuses on strengths and areas for improvement, rather than criticism, can boost self-esteem and encourage further growth. Peer support and the opportunity to practice presenting in a low-pressure setting can also help students build confidence and overcome their fears. Practicing the presentation many times is key to building performance confidence. (McPherson & Dunn, 2022)

2.3 Impact Of Less Preparation in Presentation

Inadequate preparation can significantly hinder the effectiveness of a presentation and have several

negative consequences. Firstly, it can lead to a lack of clarity and coherence in the message. Without sufficient time to organize thoughts and structure the presentation, students may struggle to convey their ideas in a logical and understandable manner. This can confuse the audience, diminish their understanding of the topic, and ultimately undermine the presentation's purpose. In this case, EFL students have their own role to improve their oral presentation skill during the classroom activities (Mardiningrum&Ramadhani, 2022). Secondly, insufficient preparation can result in a lack of confidence and increased anxiety. When students feel unprepared, they may experience fear of forgetting information, making mistakes, or being unable to answer questions. This anxiety can manifest as physical symptoms such as trembling, sweating, and a rapid heartbeat, further disrupting the presentation and hindering effective communication. This lack of confidence can also impact a student's ability to engage with the audience and maintain eye contact, making the presentation appear less professional and less impactful. (Tambunan, 2022).

Finally, poor preparation can negatively impact a student's credibility and learning. A poorly delivered presentation, riddled with errors and lacking in depth, can damage a student's reputation and undermine their authority on the subject matter. Moreover, the act of preparing thoroughly for a presentation is itself a valuable learning experience. It requires students to research, analyze information, synthesize knowledge, and develop critical thinking skills. By neglecting preparation, students miss out on this valuable opportunity for intellectual growth and development. (Devangana Thakuria, 2024)

3. Method

This study employed a qualitative research approach to explore the things that students prepare when they want to do the presentation, what if their preparation is useless because of some kind of stuff and their solution, and some tips from them for making the presentation more perfect. Qualitative research allows for an in-depth understanding of participants' experiences and perspectives, which is crucial for this investigation. We also got the secondary data from the internet to make our article more relevant and to make the data more concrete. Secondary data help us to gain more explanation about our topics. So the source it's not only from the qualitative method, which we only collect data from interview from people, but it also from the other in internet.

4. Results and discussion

4.1 Result

The results from qualitative methods of this mini research showed that we find the answer of what students prepare when they want to present.

- The Experience and prepare of students presentation

“I bet you had so many presentations in your whole life right? And I guess before you do your presentation, you prepare so many things too, right?”

Answer:

NL *(Yes, that's right, since I was in junior high school until now I'm a college student. But I do more presentations now that I'm in college, Of course I prepared a lot of things, because we have to present our work well and to the best of our ability.)*

FL *(Of course, I've done many presentations from school to college. Definitely, I prepare well so my presentation can run smoothly.)*

PK *(Yes, it's true I have done so many presentations, Yes, it's true)*

Based on those 3 students, they have done so many experiences when they presented. And yes most of them did presentations while they were college students and in highschool too. And all the students are always prepared before they present their materials in front of the class. One thing that everyone should know, that experience is the best teacher. So if the students experience so many presentation before, they can easily understand about what they should prepare before.

- The things that they prepare before presentation

“What kind of things do you prepare when you're going to present in your class?”

NL *(I prepared my laptop, cables and turned on the infocus for my presentation in class, and of course double-checked whether there were any mistakes in editing my presentation material.)*

FL (*Preparing the materials I'm going to discuss, Practicing speaking to reduce mispronunciations and to use proper language during the presentation*)

PK (*before presentation I prepare there are understand the material, opening, explanation, find question that will arise and prepare the answer, and the last closing.*)

Based on the answers of the students, all of them prepared so many things before they did the presentation. **NL** said that she prepares all of the tools such as laptop, projector, cable, and her PPT, **FL** and **PK** mainly prepare all about their performance before presents. They mainly prepare the material, and all about deliver the material. Research find out that students need to prepare mental as much as they can. Because everyone got nervous before the presentation, and it's normal. The way students relaxed their mind, it's really excellent way to prepare what their going to do before presentation.

- **What if their preparation is useless because kind of misunderstood**

“Can you imagine all of your preparations being useless because of some kind of accident? For example, your topic that you're prepared for is wrong and what should you do if those accidents happen to you?”

NL (*Yes, I can imagine it, but I hope something like that doesn't happen to me. And I think what I would do if an accident happened to me is that I would apologize for disappointing the lecturer who gave me the assignment and I would be more careful in doing the presentation assignment, and if given the opportunity I would rework it and presenting it.*)

FL (*When I imagine it, it seems quite worrying, but we must stay calm and explain to the audience or lecturer that we've prepared the wrong topic. However, we should still try to think critically about the actual topic.*)

PK (*Yes I ever did that, when I got the accident I tried explain as I understood it*)

Based on the answer of the 1st semester, if that happens to them, they're going to ask the lecturer what they're going to do to solve their problem. And **PK** said that she even did that. Many students actually do the same mistake like that, actually if we think a lot about it it's actually pretty worries. Students should be able to control their panic if something like this comes to them.

- **Tips to make preparation more perfect**

“Can you give us some tips to make our preparations more perfect?”

NL (*Sure, in my opinion, in order for the presentation to be more perfect, we have to prepare the material we are going to present well and also use a template that fits the theme and is not excessive. We also have to understand what we are going to present and prepare other things for the presentation such as a laptop, cable, and infocus and last but not least double check when going to present.*)

FL (*Know how to attract the audience's attention, so they listen to our presentation. Practice communication repeatedly to improve public speaking, including pronunciation and body gestures Stay calm, relaxed, and confident*)

PK (*Prepare yourself there are starting from courage to confidence and mastering the material.*)

Based on the answer, they all give tips to mastering the material before they go to present in the class. Mastering the material is so important because in the presentation, we state about what we are going to serve to everyone. They both give the same tips as those three of the 1st semesters.

4.2 Discussion

Based on the interview, the researchers summarize that students actually prepare more of the mental things, such as confidence, how they talk, and how they master the material. However, everyone should know how to prepare themselves before the presentation. However, students should know about the communication style. Communication it's important as a student. (Lubis et al, 2018). Practice communication style is important to students. Using the language vividly, and how they communicate with the audience when they present made the

audience understand about what they explained. Oral presentation could be higher with gradual practice in the classroom through real activities systematically (Ramadhani, 2023; Streling et al., 2016)). However, practicing communication is one thing that students should understand. FL when giving tips to make the preparation more perfect is actually practicing the communication style. Preparing everything before the presentation is one thing that students should know. Even if it's just a class presentation, we cannot look down on. More students practice, more they mastering.

5. Conclusion

Adequate student preparation is paramount for successful class presentations. The level of effort and the clarity of understanding demonstrated in their preparation are crucial determinants of their success. Students must diligently prepare for the practical aspects of their presentation, including the necessary equipment such as laptops, projectors, and presentation materials. Equally important is mental preparation. Students need to develop strategies for managing anxiety, building confidence, and creating a conducive atmosphere for their presentation. Effective presentation delivery requires a comprehensive approach that encompasses both technical and psychological readiness.

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