

Making a Presentation

AOE 4065

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Overview

- Organizing the presentation
- Formatting the presentation
- Giving the presentation

For a short presentation, an overview might not be needed

In that case, a good motivation slide is useful

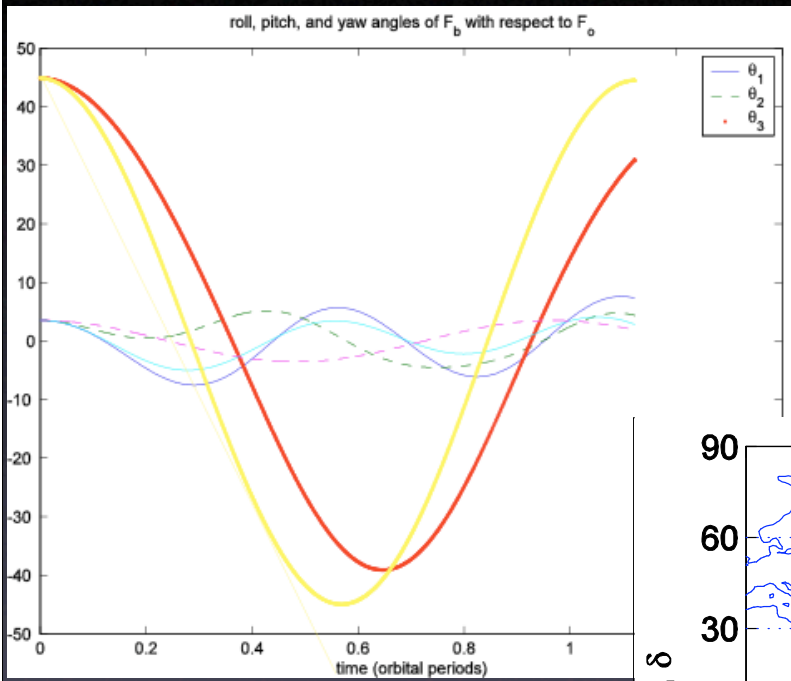
Organizing

- Know your audience
 - Level of expertise
 - Knowledge about specific topic
- Know how long you're supposed to talk
 - Talk no longer
 - Leave time for questions
 - Roughly 1 slide per 1-2 minutes
- Tell them what you're going to tell them, tell them, and then tell them what you told them
 - Title slide
 - Overview slide
 - Summary slide
 - (don't do this if it's a short presentation)

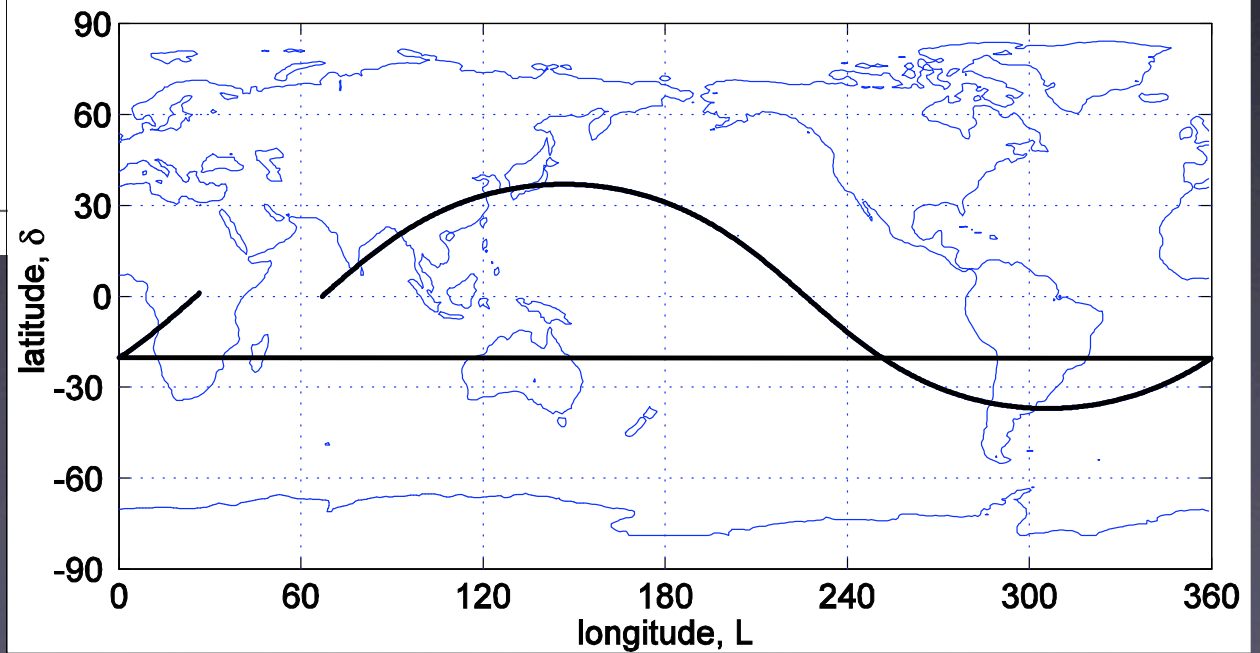
Formatting

- Prepare all the slides using a consistent style
- Make sure the fonts are large enough to read from the back of the room (18+ points, NOT 12)
- Don't use too many equations
- Don't make your slides too wordy
- Make your graphics, especially drawings, as clear and legible as you can
- Always use leading zeros in numbers
0.12 NOT .12
- Don't use too many decimal places
15 m² NOT 15.0369268 m²

Figures



Which is better?



Presenting

- Introduce yourself
- Introduce your presentation
- Give your overview or motivation
- Give the main body of the talk
- Don't stand beside the projector
- Don't "throw slides away"
- Don't stomp or slap your thigh
- Don't say uh or um or ah too much
- Don't use vague adjectives
- Give your summary and closing

After Closing

- Your last slide shouldn't be the "Click to restart presentation slide"
- Offer to take questions
- Repeat the question if your questioner is too quiet
- Answer questions clearly, loudly, and honestly
- Don't be afraid to say "I don't know"
- In team presentations, **STAND UP** to answer questions

Other Resources

- Creating slides that are readily comprehended:
<http://www.writing.eng.vt.edu/speaking/IMECE2004-61889.pdf>
- Rethinking the design of presentation slides:
<http://www.writing.eng.vt.edu/slides>
- When PowerPoint goes bad:
<http://www.norvig.com/Gettysburg/making.html>