



How to make a presentation?

Welcome



Today we'll learn all about presentations.

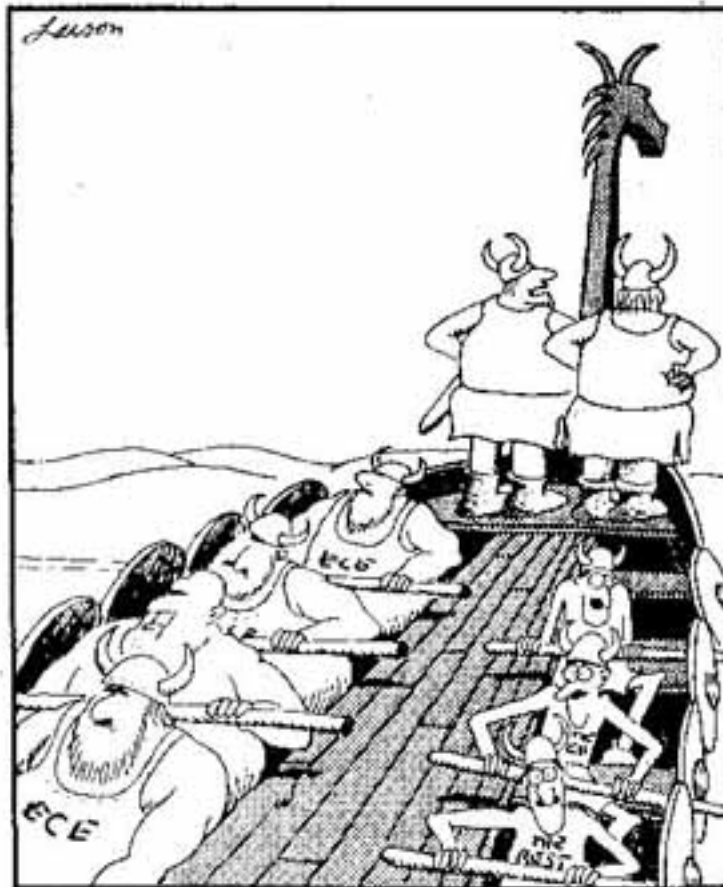
This better be interesting - My time is valuable!

Before we get too Technical

- Giving presentations is probably one of the most important aspects of your education.
- Upon graduating, presenting within your work environment will account for a large part of your time.
- Your promotions, status and respect will be measured to some degree on your ability to present.
- Therefore, it is most important for you to learn and to understand the basic elements of a good presentation.

Planning is Important

7



"I've got it, too, Omar... a strange feeling like we've just been going in circles."

Plan your talk so that you don't waste time and go around in circles.

How Information is Absorbed

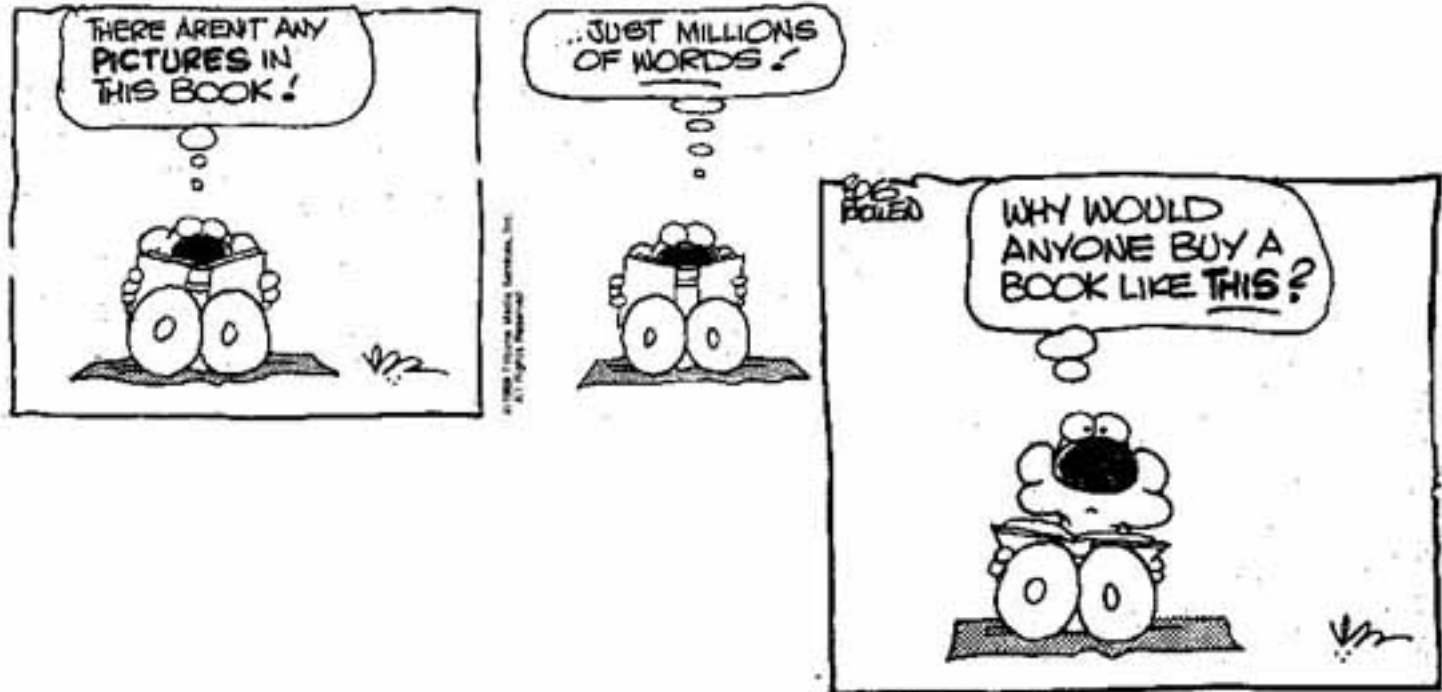
WE ABSORB INFORMATION

- 1% THROUGH TASTE
- 1½% THROUGH TOUCH
- 3½% THROUGH SMELL
- 11% THROUGH HEARING
- 83% THROUGH SIGHT



A Picture is Worth a Thousand Words - Use Visuals

ANIMAL CRACKERS by Rog Bollen



Hints on Forming a Presentation -

Part 1 of 3

- Use professional presentation software; e.g., "PowerPoint".
- Use large fonts (i.e., >24 points).
- Space information on the slide to be readable from a distance (~10 lines per slide and large figures).
- Do not have too much detail within tables.
- Be succinct; no more than 3 lines per bullet. You will need to "wordsmith" your text.
- Try to have visuals on every slide.

Hints on Forming a Presentation -

Part 2 of 3

- Use color and make emphasis with bolding, underlining, capitalization, bullets etc.
- Number slides - it is easier for the audience to ask questions.
- Do not ever have two slides on the overhead projector together - it's too confusing: just make up another composite slide.
- Use landscape format - that is how overhead projectors were designed.

Hints on Forming a Presentation - Part 3 of 3

- Check for "typos".
- It is often appropriate to include references as footnotes on your slides. This indicates effort and rigor.
- It might be appropriate to include "WWW" internet addresses on your slides to indicate your research efforts.
- The general formula is "one slide per minute of talking".

Content

- Remember that the presentation can differ from the printed paper and that the presentation gives the author an opportunity to discuss and emphasize highlights of the work.



Delivery:

- Concentrate on your delivery.
- Speak clearly and at a pace somewhat slower than normal conversation.
- Avoid a monotone.
- Speak at a volume that can be heard throughout the room.
- Face the audience instead of looking at the overheads.
- Make eye contact with the members of the audience instead of looking at the walls and windows; move your eyes around the room.





*If you fail to prepare, you prepare
to fail.*

Encouraging Body Language

- Eye contact (showing interest, looking in the eye)
- Wide open eyes, eyes widening at some pleasant.
- Relax mouth
- Attentive expression
- Lean towards the person
- Relaxed movements
- Little noises of encouragement like "uh", "um"
- Nodding of head affirmatively
- Using expressive hand gestures while talking



Discouraging Body Language

- Look away all the time (not interested)
- Half closed eyes lack of interest
- Compressed lips, teeth clenched
- Stiff showing boredom (yawn)
- Tap fingers (impatience)
- Lean back away from the person, moves away, looks at the ceiling
- Total silence
- Look around the room, play with the hair, cracks fingers





www.presentationhelper.co.uk