

Research Method and Report Writing

Lecture 6: How To Prepare Presentation and Present

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How to prepare a presentation

Preparation

Structure

Opening

Main Body

How to Deliver a presentation

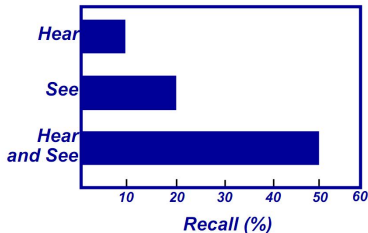
How to prepare a presentation



Preparation

▶ Provide an effective Communication

- ▶ In your presentation you intend to inform and educate so try to grab audience attention
- ▶ Reinforce with visualization
- ▶ Estimate the level of your audience knowledge on the topic you are going to present and make your presentation appropriately



- ▶ Plan ahead and think what do you want to say and how to say

- ▶ Consider around 1 minute per slide
- ▶ Avoid crowded slides
- ▶ Make sentences brief in slides
 - ▶ Providing long sentences mislead the audience to either read the completely so no more time to listen to you or listen to you so no more time to read
- ▶ Use good combination of colors to avoid make it boring
 - ▶ By using too colorful slides you may loose audience attention to the key points
- ▶ Use proper size and type of font to be readable in distance
- ▶ If you need an slide more than once in your talk, reproduce it at the appropriate places rather than going back to it.
- ▶ If you are using others graph,table, or... cite it completely
- ▶ If you want to use Latex for preparing your presentation I suggest to use "beamer" documentclass

Structure

- ▶ A good presentation should have
 - ▶ Opening
 - ▶ Main Body
 - ▶ Conclusion
- ▶ **Opening**
 - ▶ Grab audience attention from the first second so start your talk strongly
 - ▶ They should be convinced that
 - ▶ You are well organized and have enough knowledge about what you are going to say
 - ▶ What you are going to present is interesting and they won't be bored.
 - ▶ You may start with some motivation example or some key question which you are going to answer during your presentation
 - ▶ Provide an outline of what you are going to present
 - ▶ Give them a quick background
 - ▶ Explicitly mention what you are going to talk about.

Main Body

- ▶ Explain the problem or case you are going to investigate and the solution you/others proposed
- ▶ Split what you are going to say in some sections
- ▶ It should have a logical stream from beginning to the end
- ▶ Use graphs, pictures, videos, animations, models or table to show the results
- ▶ Follow the **K.I.S.S** formula (Keep it Simple Stupid)
- ▶ Do not go through the details too much
- ▶ Use the formula wisely
 - ▶ By using long or too much formula the audience may not be able to follow the concept or make your pretention boring
- ▶ Mention the key concepts (if they are important mention it several times)

Conclusion

- ▶ Provide a clear ending
 - ▶ Summarize the key points
 - ▶ Reinforce the main messages
 - ▶ Put your talk in "Big picture"
 - ▶ Discuss some future work and next steps of research
- ▶ Close by thanking the audience

How to Deliver a presentation

- ▶ To cope with nervousness
 - ▶ Rehearse your presentation several times (in front of your friends or a mirror)
 - ▶ make sure your presentation is well organized, go through it several times before your presentation
 - ▶ Show up early, check out the room and the equipment.
 - ▶ During your presentation smile and breathe deeply, pause and slow down
 - ▶ anticipate the audience questions and well prepare yourself for them

How to Deliver a presentation

- ▶ Show up in neat and formal dress
- ▶ Erase chalkboards/whiteboards even if you do not plan to use them.
- ▶ a laser pointer to highlight items may be useful.
- ▶ If you use your own laptop, use a power cord and turn off your screensaver.
- ▶ Keep some room lights on. The audience wants to see the speaker.
- ▶ At the beginning let your audience know that you are happy for the opportunity to speak to them.
- ▶ Show enthusiasm for the subject and convey it to the audience.
- ▶ Talk loudly and do not read the slides.

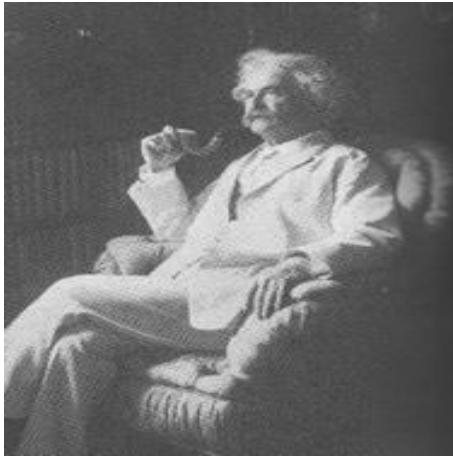
How to Deliver a presentation

- ▶ Do not lose the audience attention
 - ▶ Allow eye contact
 - ▶ Generally stay off to the side, but MOVE, and MOVE.
 - ▶ sometimes move toward the screen.
 - ▶ Occasionally move toward the audience.
 - ▶ Or may be move from one side of the screen to the other.
 - ▶ Speak loudly. Vary your voice for dramatic effect. (Pause before stating a major result)
 - ▶ Sometimes you may raise an interesting question at the beginning and answer it by the end of our talk

How to Deliver a presentation

- ▶ DO NOT EXCEED YOUR ALLOWED TIME.
- ▶ Leave some time for audience questions at the end of your talk
- ▶ When you are asked a question, move towards the person who asked it and repeat or rephrase the question for the audience.
- ▶ Think about question carefully and provide a proper and quick answer
 - ▶ If it requires more discussion politely postpone it to some time after your talk.

- ▶ "It usually takes more than three weeks to prepare a good impromptu speech"
Mark Twain





R. Cipolla, “How to prepare and deliver a presentation, online available at <http://www.eng.cam.ac.uk/cipolla>,” , Dec 2012.