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UESTC 3028: Advanced Project Skills Summer School

Presenting Technical Work

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WORLD CHANGING GLASGOW

Adapted from slides of Prof Scott Roy

THESE PRESENTATIONS ARE AWESOME
JUST KIDDING, I'M BORED
quickmeme.com

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Learning Outcomes

1. Review presentation organisation and logistics
2. Provide guidelines for good design
3. Explain minimum expected standards
4. Discuss techniques for presentation delivery
5. Outline issues of ‘nerves’ and how to cope

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OR… in simple words

- How do I put a presentation together ?
- What works ?
- What sucks ?
- How can I look good in public,...
- ...when this scares me half to death ?

How?

- Consider
  - -Topic
  - -Audience
  - -Setting

- Write your decisions down!

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TOPIC

- Main message ? Consider short talk as an "extended abstract" - Tell a story.
- Principal points to message ? Pare ideas carefully and prepare supporting data.
- Overview / Outline / Conclusions.
- Graphics support (& occasionally entertain)

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Audience Profile – Desired Effect

- Age ? Number ?
- General or Specialist ?
- Knowledge level (use of technical terminology)
- Interactive or passive ?
- What effect is desired ?

-Inform? Sell ? Educate ? Impress ?

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Logistics

- Time?
  - -Duration, Questions?, Morning/Afternoon
- Where?
  - -Room size, shape, Numbers, location
- Kit?
  - -Projector, OHP, slides, chalk/whiteboard

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Process Outline

- 3x5” Cards – Brainstorm
- **Design/Draft:** Intro, Main Body, Conclusion
- **Create:** Words & Graphics
- **Revise:** Does it really tell a coherent story?
- **Rehearse:** Does it sound good to the ear?
- **Time:** prepare, prepare, prepare.

ONE DOES NOT SIMPLY
GIVE GOOD PRESENTATIONS
WITH NO PREP

Opening Statement

- Content governs what to say :
  - -Why important and what you've done, perhaps use a graphic, quote, figure,...
- Ideally the opening statement should grab attention.

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Main Body

- Content governs
  -what do I want to say?
- Tell the story logically
- Often “What did I do?” (state clearly) and “How did I do it?” (methodology)
- Flag benefits/advantages/limitations
- Be critical (academic presentation is to tell the balanced truth, not to sell)

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Main Body

- Acknowledge general help in first slide, and specific help ‘in line’...(Loan 2004)
- Careful with formulae / algorithms
- A few well chosen results can clarify, too many statistical results just confuse
- Think of possible questions in advance and head off the nasty ones in material

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Conclusions

- Ideally the closing statement should repeat the main points,
- be stated in a way to make it memorable,
- and repeating slides is just fine.

NOT SURE IF THEY'RE CLAPPING FOR MY PRESENTATION
OR BECAUSE ITS FINISHED

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What works or sucks?

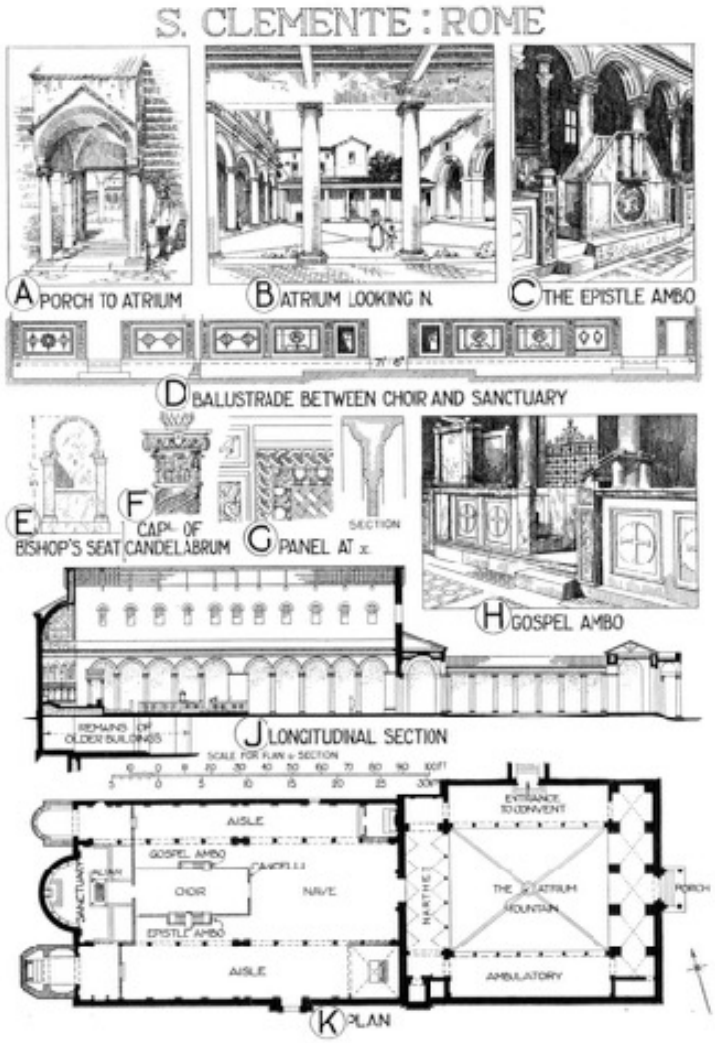
Visual – Do's

- Readable
- Clear
- Organised
- Attractive
- Easy to understand

12. PRISM

Visual – Do not's

- Over Complexity
- Too many for the time
- Too small
- Too briefly on screen
- Poor organisation



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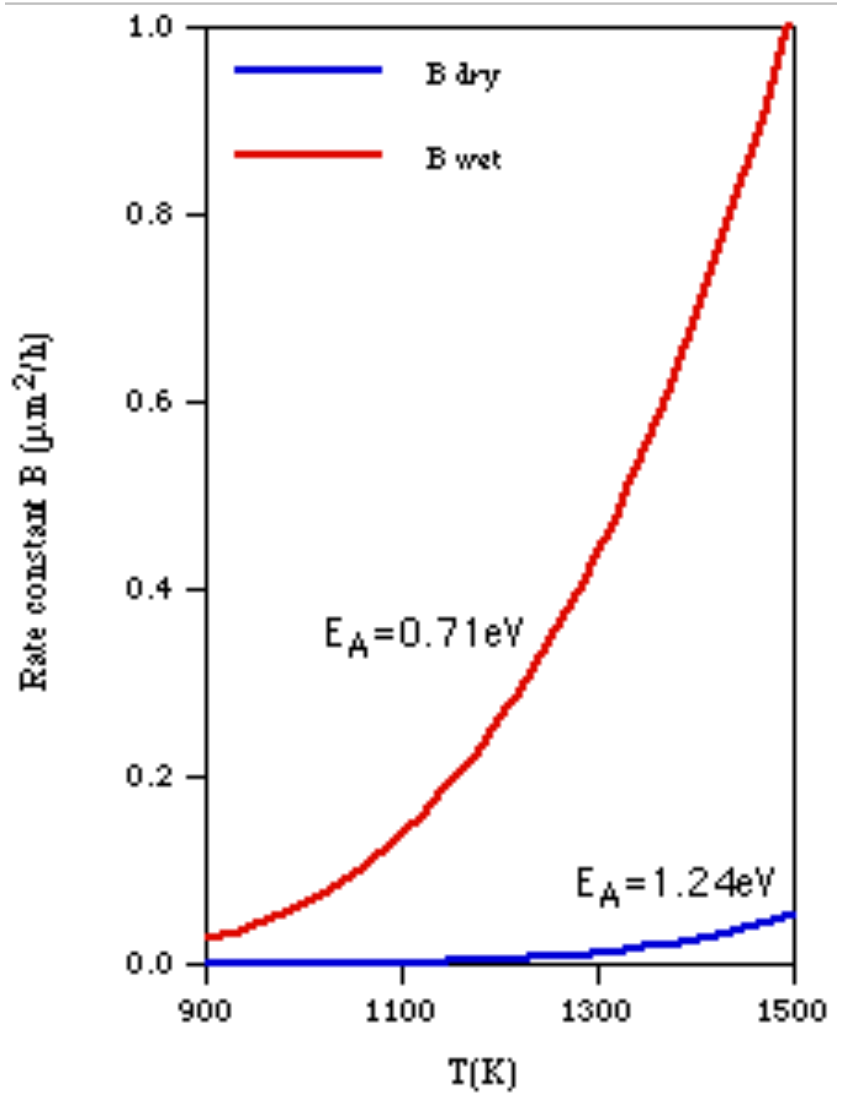

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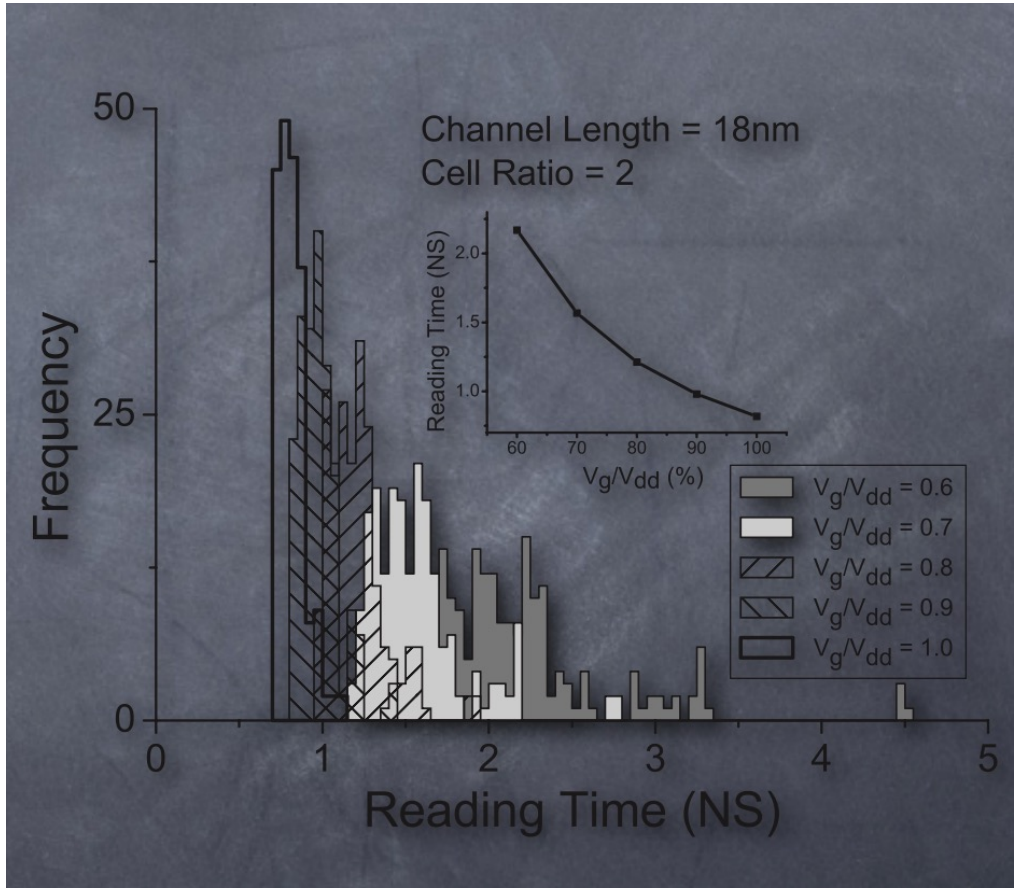

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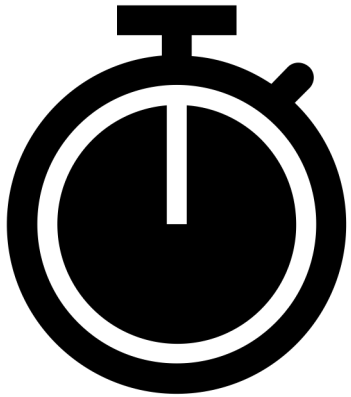
Delivery - Time

- Only one Major Concept every 10 minutes
- Only one specific point every minute
- About one minute per visual
- LIMIT the number of slides (extras after end, no interleave ‘just in case’)



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Delivery – Do's

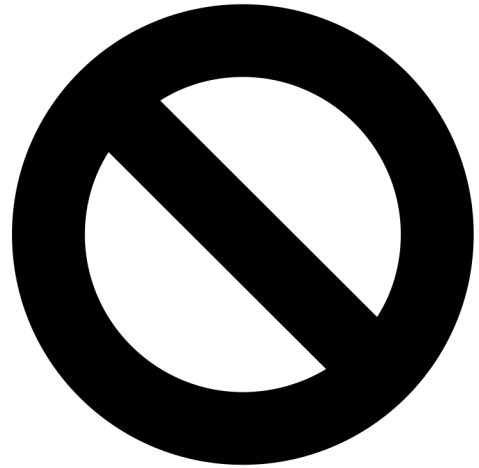
- Eye Contact (to audience, not just one VIP)
- Smile / 'Open Face'
- Use pointer on screen
- Scribble on slides if useful
- Pre-plan 'jettison points', and put a watch on podium or prime a friend to time prompt.

Delivery – Do's

- 4-5 seconds of silence before each new slide
- Clear Diction
- Well separated sentences
- Good 'transition' sentences
- 'One-liners' get a slide to themselves

Delivery – Do not's

- Uhm's and Ahh's, habitual 'ticks'
- Keeping keys, coins, rattles in pockets
- Stiffness or continual pacing
- Photocopies from papers / books



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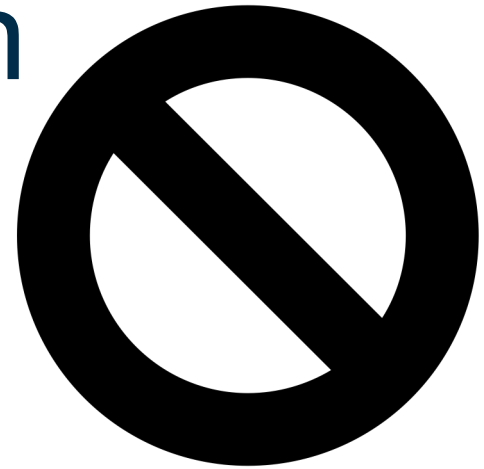
Delivery – Do not's

- Hardwired jokes
- Quoting directly the words on the slide
- Monotone voice aimed at ground
- Monospeed voice aimed at screen
- Going over time - short is good!



GIVES PRESENTATION
READS EVERY WORD
memegenerator.net

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Nerves?

- Be familiar with the room
- Know your audience and know your material
- Visualise the presentation
- The audience wants you to be good
- Never apologise
- It’s the message, not the audience
- Rehearse to mirror, then friends, then stop!

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Wrap up - Summary

- Know the audience, auditorium, visual aids
- Organise and polish core ideas / arguments
- Graphics support argument, without fuss
- Arrange into a story
- Prepare well for the delivery

YOUR PRESENTATION SKILLS...
TO INFINITY AND BEYOND!
makeameme.org

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Enjoy your presentations!
Thank you
谢谢
INSPIRING PEOPLE
#UofGWorldChangers
@UofGlasgow