COMP7950
IT PROJECT SKILLS

Giving Effective Presentations

Outline

Why a good presentation ●

How to give good presentations ● Delivery | Topic
Organization
Attitude/Presence
Mannerism

Slide Style | Understandable
Interesting
Not overly stimulating

Examples of what to do and what not to do ●

Videos on (in)effective presentation ●

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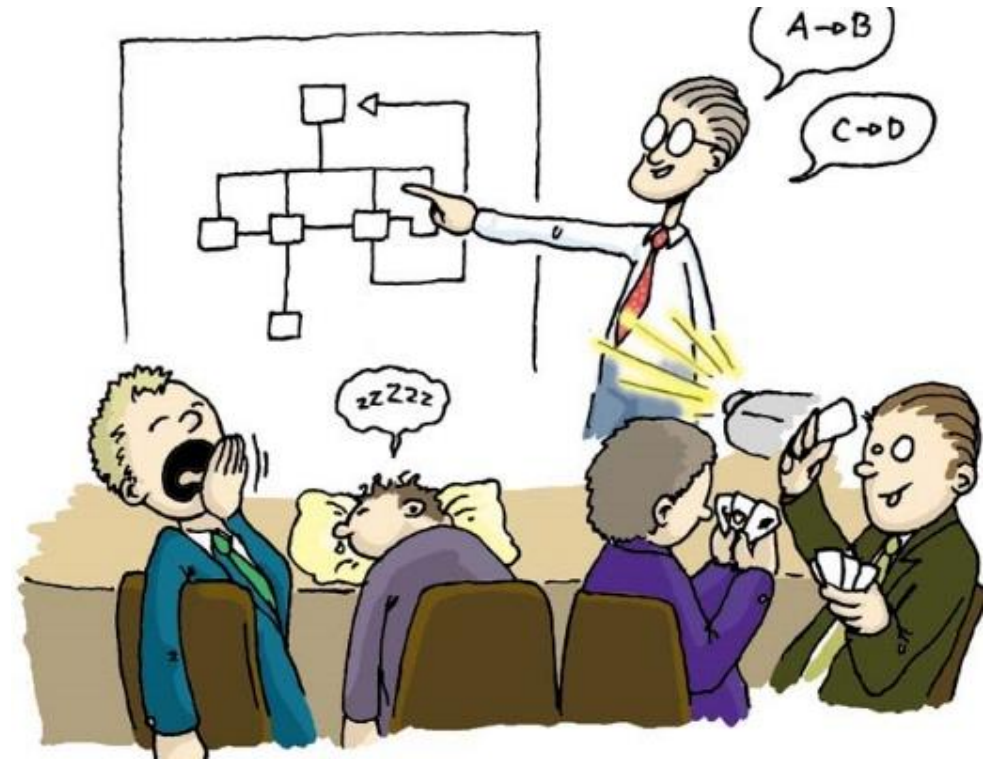
Examples of what to do and what not to do ●

Videos on (in)effective presentation ●

Why A Good Presentation?

- You want people to:
  - Understand your work
  - Be INTERESTED in your work
  - Sell your idea

- What happens if you give a bad one?
  - Few pay attention
  - They may fall asleep
  - Might think your work is not important

Picture Reference:
http://www.tigerproduct.com/presentationwww.jpg

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Tips For Presenting

- How to give GOOD presentations

Delivery + Slide Design

- Will show examples of what to do and what NOT to do

Part I: Delivery

- Keep audience interested
- Keep them with you

- Things that can affect this
  - Topic
  - Organization
  - Attitude/Presence
  - Mannerisms

Topic

`12min pre`

- ## Know your topic
  - Be prepared to get questions!
  - Be able to recover from interruptions
  - Know what to skip if you're running late

- ## Know your audience
  - Do they have a background like yours?
  - How much motivation for your work?
  - How detailed should you get?

DELIVERY

TOPIC
ORGANIZATION
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MANNERISMS

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INTERESTING
SIMPLE
COLOR
FONT
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Organization

- Introduction
  - Begin your talk with an attention getter
    - <mark>Personal story</mark>
    - Joke
    - Shocking facts and numbers
    - Cartoon or video
  - Define the problem
  - Motivate/engage the audience
  - Provide a roadmap (e.g., agenda, outline)

Exercise:
The Introduction

What is (are) the problem(s) in the following introduction?
How to make it better?

"This talk is about new graph data structures. I'll begin by explaining graph theory and show some data structures for representing graphs. Then I'll talk about existing algorithms for graphs, then I'll show my new algorithms. I'll show experimental results on our cluster machine and then show why the algorithms are useful for some practical graph traversal problems."

"My talk today is about new graph data structures. There are many practical problems that can be solved by graph methods, such as the traveling salesman problem, where good solutions can be found with reasonable complexity so long as an optimal solution isn't needed. But even these solutions are slow if the wrong data structures are used. I'll begin by explaining approximate solutions to the salesman problem and showing why existing data structures aren't ideal, then I'll explain my new data structures and show how to use them to speed up the traveling salesman algorithms. I conclude with examples of where the new method makes a real difference."

Example: Attention Getter

What do you think of when you see/hear…?

That's **exactly** what most people would think.

What I think is…
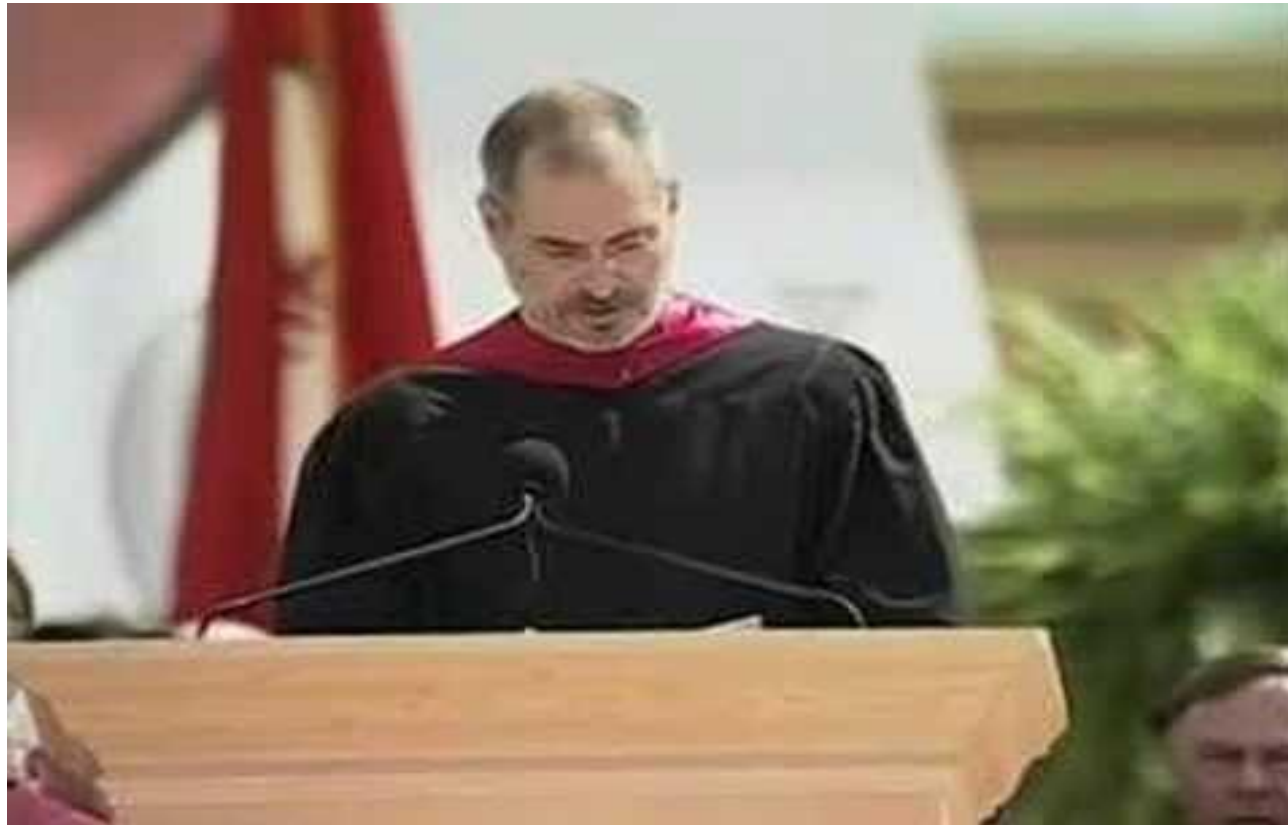
Reference: http://presentationexpressions.com

Example: Attention Getter

An impressive image

Example: Attention Getter
Impressive words `personal story/Fun way` (Truly speaking, I never graduated from college)

Video: https://www.youtube.com/watch?v=D1R-jKKp3NA

Example: Attention Getter
Impressive numbers

Food INFOGRAPHIC

is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

PROTEIN 40%
FRUITS 25%
GRAINS 20%
VEGETABLES 15%

is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.

designed by freepik.com

different sectors contribute to greenhouse gas emissions?

26% Industry
19% Households
12% Agriculture
11% Transport

Picture Source:
https://www.green4sea.com/cop21-climate-change-and-the-eu/
https://image.freepik.com/vetores-gratis/infografico-sobre-nutricao-adequada_23-2147590833.jpg

Organization

`role play/key point`

- Body
  - Deliver what you promised in the shortest and most interesting way

- Conclusion
  - Clearly signal the end
  - Use the last few moments to review the main points and ideas you want the audience to remember
  - Outline future work or work in progress

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Attitude

- Are you INTERESTED in your topic?
    - If no, get a different one!
    - If yes, ACT LIKE IT

- If *YOU* aren't excited…
    - Can't expect *OTHER* people to be!

Talking

- Are you hiding behind the podium?
- Are your hands/face motionless?
- Are you staring…
    - at your laptop?
    - at the screen?
    - at the ceiling?
- Is your back to the audience?

- IF SO… you're probably BORING!

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Where Are Your Hands?

- You have a set of "moves" that repeat during your talk
- Make sure they aren't silly or inappropriate
  - Don't point with your middle finger

- Can videotape yourself speaking
- Do a practice for friends

Picture Reference:
http://www.mrmediatraining.com/wp-content/uploads/2013/09/Hand-Gestures-Slide_thumb.png

What to do with your **HANDS** when you're presenting?

http://www.youtube.com/watch?v=ooOQQOQdhH8

LASER Pointer

- If necessary, get a laser pointer
    - Will depend on your talk

- DO NOT POINT AT EVERYTHING
    - Not everything is equally important
    - Your voice can provide emphasis too

Practice

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- Practice makes perfect
  - rehearse the talk often enough and the right words will come at the right time
    - you want to appear spontaneous, but this takes practice
    - use cue cards; don't memorize your talk as a speech

- Practical hints
  - time the talk
  - note what stage you expect to reach at 5 min, 10 min, etc.
  - think about possible questions
  - familiarize yourself with equipment
  - ask for feedback

- Most people lose 20 IQ points in front of an audience

Part II: Slide Design

- Goals:
  - Convey the necessary information
  - Be readable/understandable
  - Be interesting (enough)

- Avoid:
  - Over stimulation
  - Boring

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General Guidelines

- Appearance is EVERYTHING

- Minimize the number of lines of text and the number of graphs shown on each slide

  - More than 12 lines of text are too many.

  - Too little is better than too much.

- Use landscape, not portrait orientation

Beyond Text…

- Graphics
- Table
- Data Visualization
- …

Choose relevant picture(s)

- A slide completely filled with text or equations is BORING !

- Intersperse relevant pictures or graphics wherever possible to catch reader's eye

- Less is More… sometimes too many pictures is less effective than one

- Compare the following three examples, which is better?

Smart City – version 1

COMP7950

Smart City – version 2

Smart City

You Are Not Pixar Studios

Animation

Can

Be Very

Distracting

Use it sparingly

(it can be annoying)

- Use animation where it is USEFUL

Simplicity.

Contrast

- More contrast on monitor than projector screen
- Different projectors == different results
- Colors to avoid with white are:
  - Light Green
  - Light Blue
  - Pale Yellow

Usually can't read this…

- Your slides should have good contrast

Contrast Guidelines

- ==White background,== ==black text is== clearest

- Make sure to ==NOT use light-on-white== or ==white-on-light==

- Don't using glaring colors
  - If not an art major, don't have to get fancy

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from

- Always be consistent with the background that you use

README.TXT

▸ Do not attempt to put all the text, code, or explanation of what you are talking about directly onto the slide, especially if it consists of full, long sentences. Or paragraphs. There's no place for paragraphs on slides. If you have complete sentences, you can probably take something out.

▸ If you do that, you will have too much stuff to read on the slide, which isn't always a good thing.

▸ Like the previous slide, people do not really read all the stuff on the slides.
  ▸ That's why it's called a "presentation" and not "a reading" of your work

▸ Practice makes perfect, which is what gets you away from having to have all of you "notes" in textual form on the screen in front of you.

▸ Utilize the Notes function of PowerPoint, have them printed out for your reference.
  ▸ The audience doesn't need to hear the exact same thing that you are reading to them.
  ▸ The bullet points are simply talking points and should attempt to summarize the big ideas that you are trying to convey

▸ If you've reached anything less than 18 point font, for God's sake, please:
  ▸ Remove some of the text
  ▸ Split up the text and put it on separate slides
  ▸ Perhaps you are trying to do much in this one slide?

▸ Reading a slide is annoying.

▸ You should not simply be a text-to-speech converter.

Font Size

- You are close to your monitor
- Your audience is far from the screen

Tahoma	TNR	Courier	Comic	Lucida Sans
32 pt	32 pt	32 pt	32 pt	32 pt
28 pt	28 pt	28 pt	28 pt	28 pt
24 pt	24 pt	24 pt	24 pt	24 pt
20 pt	20 pt	20 pt	20 pt	20 pt
18 pt	18 pt	18 pt	18 pt	18 pt
16 pt	16 pt	16 pt	16 pt	16 pt
14 pt	14 pt	14 pt	14 pt	14 pt
12 pt	12 pt	12 pt	12 pt	12 pt
10 pt	10 pt	10 pt	10 pt	10 pt

Wordings - Spellcheck

- How samrt will poeple thikn yuo are?

- Watch for:
    - there/their/they're
    - too/to/two
    - its/it's

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Equations

$$X' = A * B$$
$$= (A - (2^p - 1)) * (B - (2^q - 1))$$
$$= AB - B(2^p - 1) - A(2^q - 1) + (2^p - 1)(2^q - 1)$$
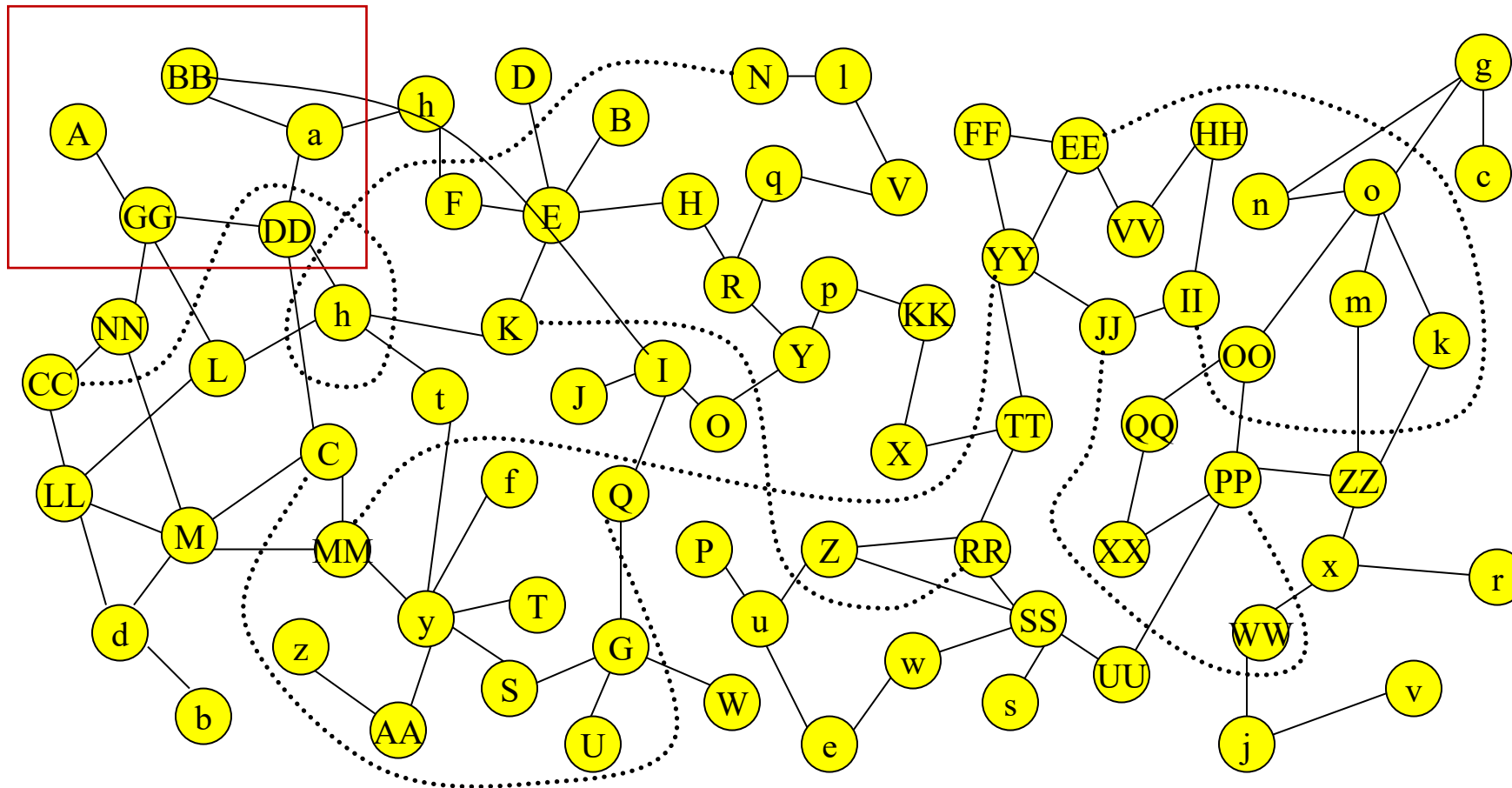$$X'' = (A - E_p)(B + Eq)$$
$$= AB + AE_q - BE_p - E_pE_q$$
$$= AB + AE_q - (BE_p + E_pE_q)$$
$$= AB + AE_q - \frac{E_pE_q}{2} - \left(BE_p + \frac{E_pE_q}{2} \right)$$

$$f(X', X'') = \frac{\Gamma}{2} \sum \frac{\frac{X'^{\delta\alpha\max(\phi^2)}}{X''_{\Gamma3/2}} \sum \epsilon \sqrt{AB + AE_q - \frac{E_pE_q}{2} - \left(BE_p + \frac{E_pE_q}{2} \right)}}{\int_R \phi\rho f(\vec{X}|S_k)\frac{1}{(2\pi)^{d/2}\sigma^d} * \frac{1}{P_k}\sum_{i=1}^{P_k}\exp\left[-\frac{(\vec{X}-\overrightarrow{W_{ki}})^T(\vec{X}-\overrightarrow{W_{ki}})}{2\sigma^2} \right]}$$

- "This is the algorithm (one second), next slide…"

# Use Simple Examples

- This isn't one. It doesn't help.

Results

- You have lots of cool results
  - No one can read this
  - No one can understand this

- Graphs are your friend…

A	B	C	D	E
0.78799174	0.87677244	0.99348605	0.23781547	0.24437526
0.24910355	0.79708654	0.39825661	0.4894876	0.22079456
0.65729261	0.46901063	0.36471191	0.04697233	0.63468059
0.48205396	0.52657506	0.70503426	0.35280176	0.40935313
0.46328137	0.0774365	0.71517444	0.9394662	0.46843638
0.09762717	0.70884867	0.81407539	0.24571711	0.72497819
0.00773315	0.39906447	0.42344939	0.90776976	0.22209006
0.15857663	0.4181197	0.56488165	0.91405841	0.3578349
0.59242455	0.17894389	0.61926672	0.02978346	0.5078917
0.41285757	0.71470398	0.31906988	0.79658426	0.21587647
0.8855586	0.46534556	0.3701164	0.12452538	0.33415497
0.28231467	0.17509894	0.85801024	0.72984635	0.94731238
0.82370951	0.03235362	0.95622299	0.27726297	0.76619879
0.86245578	0.21094811	0.93272287	0.48265505	0.04960646
0.38953201	0.3665743	0.33754918	0.28178635	0.39637009
0.80522838	0.63509032	0.43333321	0.97677807	0.96198172
0.35928212	0.14878634	0.44201417	0.23251612	0.83375154
0.72099806	0.75212293	0.81061259	0.23756284	0.48518996
0.13329065	0.31602317	0.87489249	0.5304632	0.26191565
0.2588109	0.89039838	0.81380512	0.59139955	0.48488759
0.99314419	0.34635186	0.73292414	0.25933239	0.2923049
0.88041055	0.11473455	0.01934078	0.15717245	0.93780676
0.72332226	0.80195173	0.1792961	0.07832254	0.41154579
0.95925002	0.41696749	0.24905812	0.2111233	0.00256536
0.00580885	0.65322119	0.49666074	0.91641276	0.40573275
0.26004883	0.3010126	0.45604195	0.99935168	0.91271048
0.1508427	0.84418604	0.96241158	0.05548096	0.94093154
0.63750743	0.08979734	0.11100042	0.34646613	0.09994533
0.17176871	0.85518113	0.94522781	0.29368901	0.77444161
0.15186964	0.53105474	0.69991523	0.07876247	0.0023978
0.72306385	0.73755246	0.71402806	0.68090612	0.76015636
0.42140074	0.39036871	0.02247591	0.94725973	0.70692042

Graphs Can Also Be The Enemy . . . Professional Data Visualization Helps
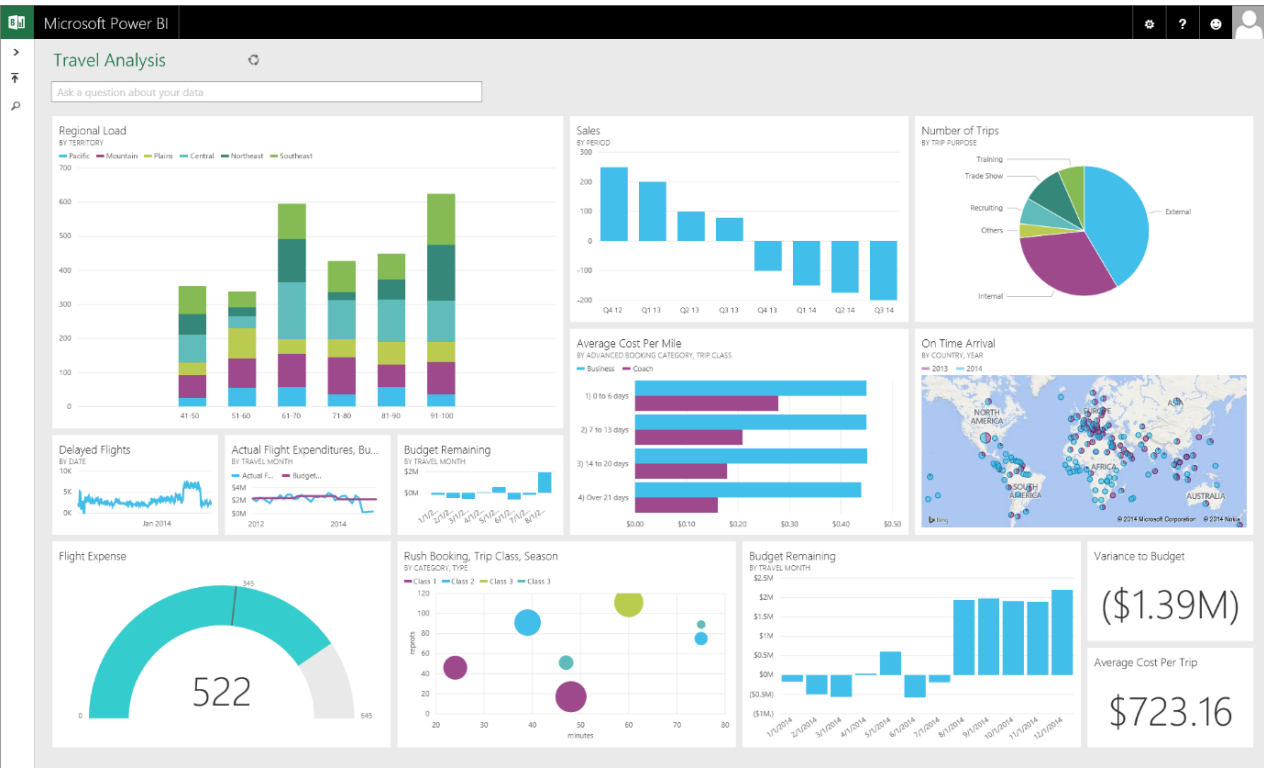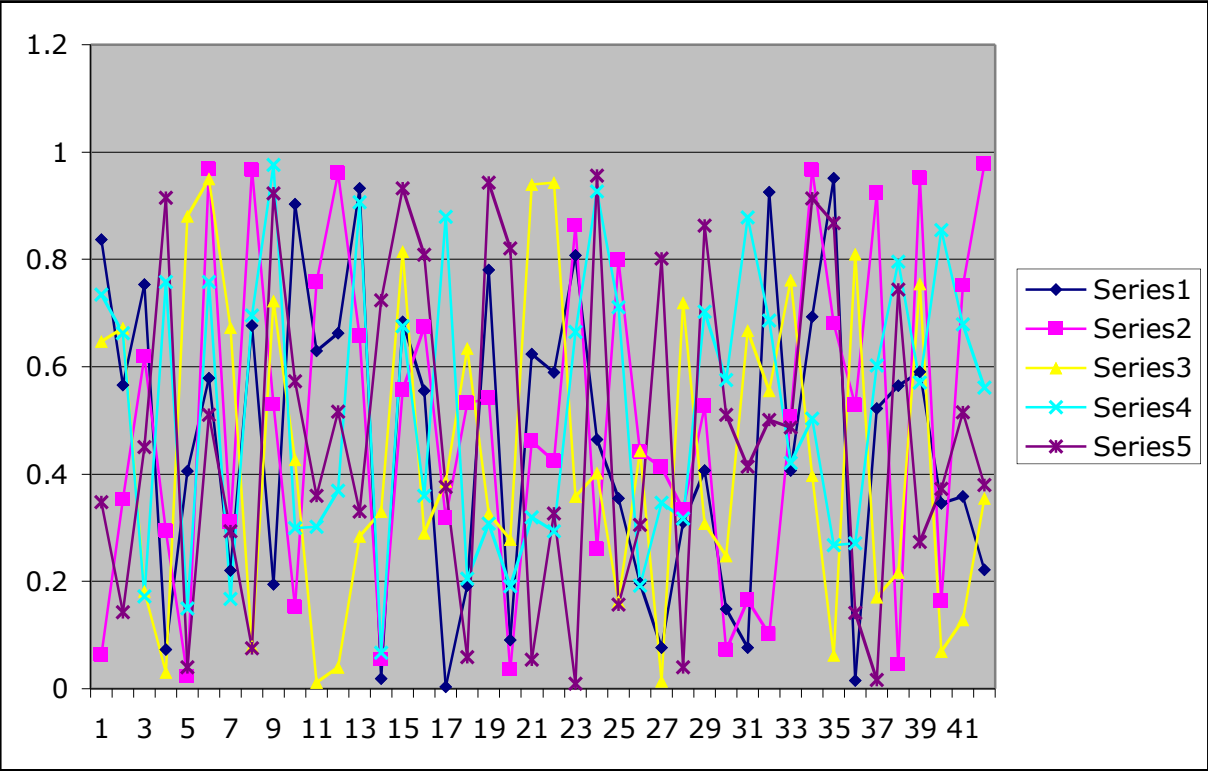
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Videos on (in)effective presentation ●

Poor Presentation Example - Disorganised Presenter
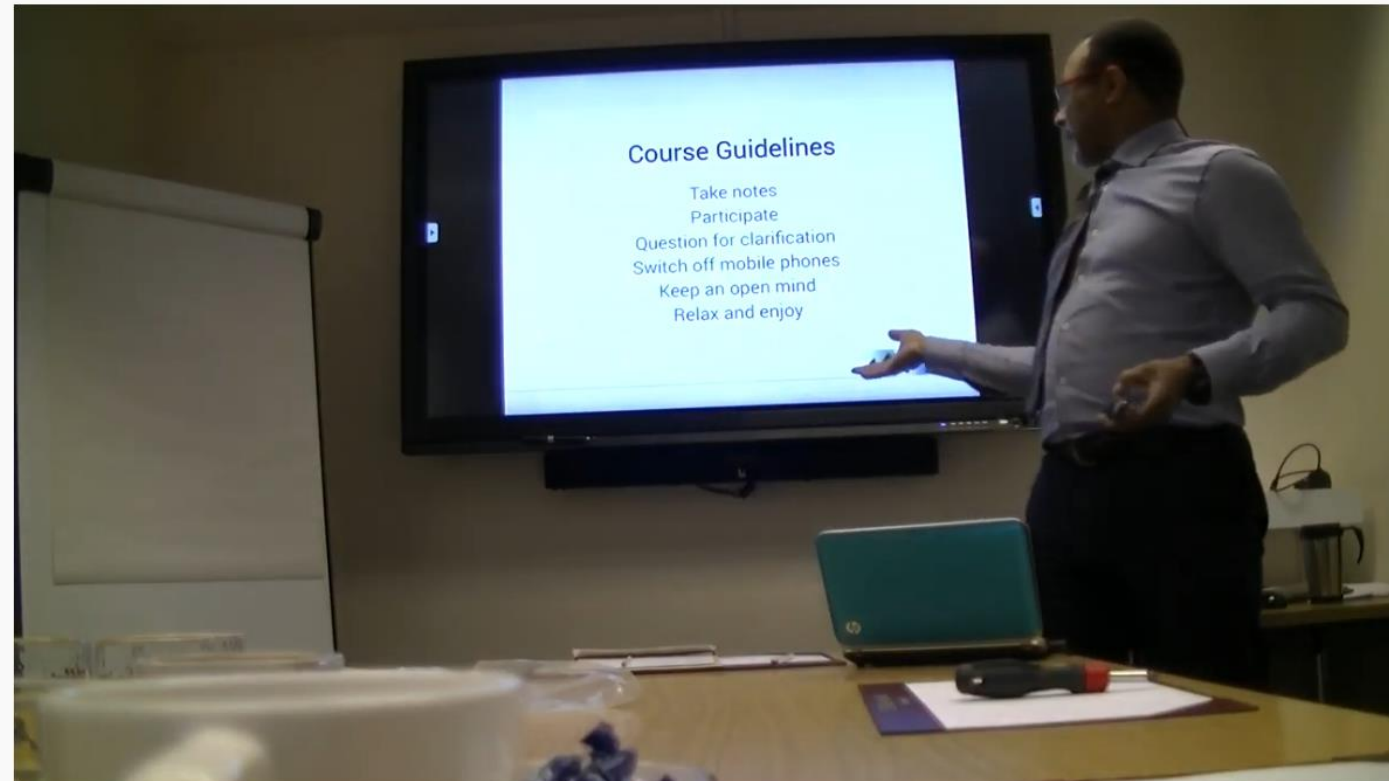
Presentation Skills - Poor Presentation Example - Disorganised Presenter

https://www.youtube.com/watch?v=mPUkuZCMb3w

Bad vs Good Presentation

Good Presentation VS Bad Presentation *

https://www.youtube.com/watch?v=V8eLdbKXGzk

15 Bad Business Presentation Mistakes (And How to Avoid Poor Results)

https://business.tutsplus.com/tutorials/business-presentation-mistakes--cms-27325

Present like Steve Jobs
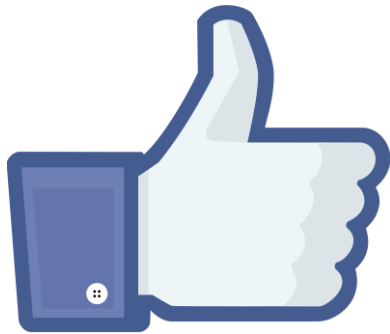
Picture Reference:
https://upload.wikimedia.org/wikipedia/com
mons/1/13/Facebook_like_thumb.png

http://www.youtube.com/watch?v=k-zMRPZpvcw&NR=1

How to do a good online presentation?

How To Ace A Virtual Presentation | Forbes

How To Ace A Virtual Presentation | Forbes

https://www.youtube.com/watch?v=atLvsjIIsOI

How to do a presentation online

https://www.youtube.com/watch?v=j_ZDiiliCRg

How to do a good online presentation?

11 Secrets To Great Interactive Online Presentations In Companies And Universities

https://www.forbes.com/sites/michellegreenwald/2020/03/30/9-secrets-to-great-online-presenting-in-corporations-and-academia/#28830c2e1a3f

Summary

- Effective presentation skills are essential
- Elements of effective presentations
  - Delivery
  - Slide design
- Practice makes perfect!