Seven Habits for Effective Term Project Presentations

1. Be mindful of the allocated time. Leave 3 minutes for Q&A and transition to another group.

2. Do not try to cram too much into the presentation. Rather focus on the key steps, findings and insights.

3. Think of the audience. What aspects of your effort and learnings are likely to be of most interest or useful to them? Have a slide on “key takeaways”.

A slide each on “key limitations” (if any) and “future steps” is also usually a good idea.

4. First ensure that the audience understands the problem you are trying to tackle and if there are some peculiar properties of the data they need to be aware of (but do not just go through a laundry list of all the data/variables) – before diving into the details of what you did and obtained.

5. Any results presented should be at an appropriate resolution. For example, you should not report accuracy percentage to three or more decimal places, if the underlying uncertainty in the results is more than 0.1%. I often see results stated with 5 or more decimal places of precision, which is both unreadable and unscientific (in most situations).

6. Try to avoid spending much time going through all the results you obtained; rather summarize them and focus on any key results or surprises.

7. If there are some key references, or notebooks or code that you relied on heavily, do acknowledge them.

Also for a group presentation, see that everybody in the team gets to participate.