

Importance of making presentation

- Extremely important in one's professional career
- Turning point in many cases
- Best opportunity to show people and to show how smart you are.

Rule of thumb

-know your audience and don't overestimate their capabilities to comprehend your presentation.

- -Assume responsibility of delivery
- -Prepare, prepare, prepare

Advices in Presentation

- ◆ Use powerpoint whenever possible
- ◆ Both audio and visual channels of communications and more information transfer in the same amount of time.
- ◆ The slides serve as an automatic reminder of things in the correct order
- Preparing the slides forces you to organize and rehearse your talk and helps you uncover weak spots
- Last minute change if possible
- Synchronizing with sound recording and presenting without physical presence.
- Use multiple slides or the animation feature to control the display of information on your slides.
- Never make a slide too crowded.

-No busy slide

-copying text from your thesis is totally unacceptable

-The minimal size for text is 18 POINTS, and occasionally in graphics 14 points can be used. Very rarely in detail graphs you can use 12 points.

- Provide a road map and use it via the device of a summary slide below:

Topic 1

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Topic I

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Topic N

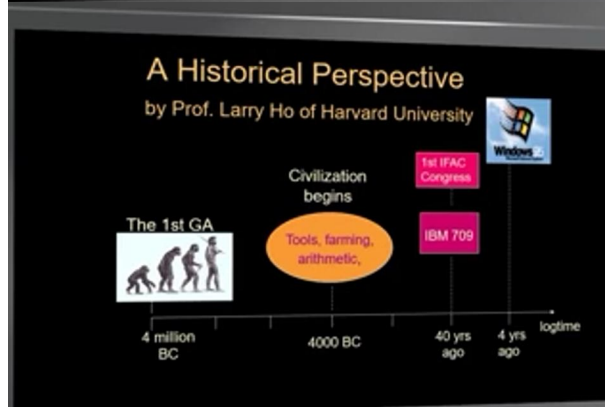
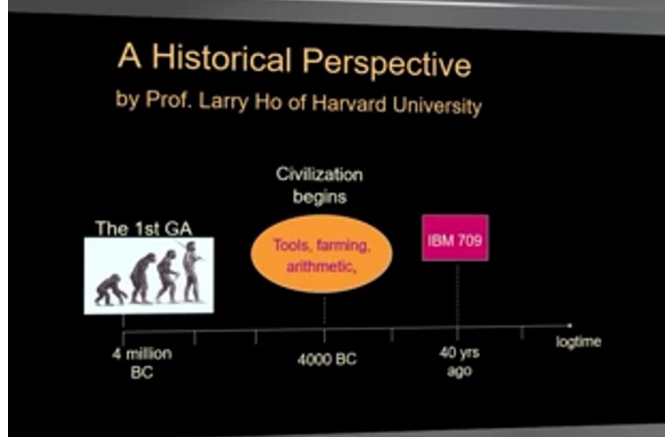
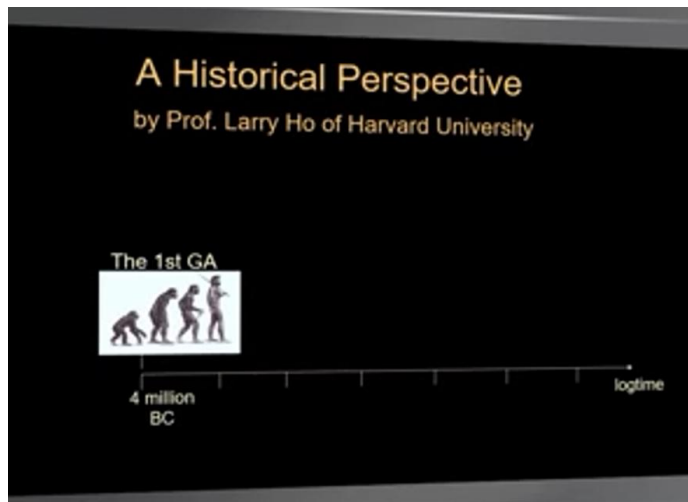
To highlight sub-topical matters, I, under discussion

- Never change notations half way through a talk by copying those in another talk to save efforts
- When using graphic notation, make the graphics distinct and use it repeatedly
- Use one consistent name or label to denote one thing
- Don't use too many variables throughout.
- Always define things, your problem statement, mathematical symbols and your goals, etc.
- Report reproducible experimental results with, i.e. conditions defined, procedures outlined, and conclusions stated, and label your diagram and axes in graphs.
- Do not over use animation and graphics
- Don't be self-centered. What is interesting to you may not hold the same interest for the audience.
- Control of talk time: no more than 15 SLIDES FOR 30 MINUTES TALK for beginner.
- Take 15 minutes per slide in preparation and about 30 minutes per slide with graphics. One hour-talk == 7.5 hours in front of a computer.

Organization of Slides

Title

Arrange text and graphs appropriately: **example**



Instructions of making presentations

- Don't read but present with confidence
- Mention main goal early to capture the attention
- Try to vary emphasis
- Don't slur your pronunciations and let sentences trail off
- Watch where you stand when you speak. Don't cover up the screen for some of the audience
- Don't keep the laser pointer on all the time . use it only when you need it.
- Watch your hand gestures . Don't keep them in your pocket
- Record your talk and review it.

Questions Ask and Answer

- Ask and Answer questions politely
- Listen very carefully and make every effort to understand the question correctly.
- Deflect the answer to the point you want to emphasize for irrelevant questions.

- Admit and/or offer the approach to finding the answer. Or offer answers later if no answer
- Prepare slides for expected questions
- Take the questions in the rehearsal as pre-views.

SUMMARY

- Making presentations in English is extremely important for scholars
- It is entirely possible for non-native speakers to make excellent presentation in English
- Practice is the only way to achieve the above goal.