Project Presentation:
Suggestions and Guidelines

EE3070

Presentation

- Presentation is not a demonstration

- It is to give an overall picture for the project, including your observations, ideas, efforts, solutions, etc.

- Aims to show

  - the identified problem and how to solve it

  - the distinct features of your design

  - your effort and talent

  - …

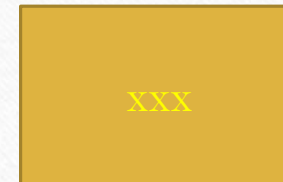 (in simple words, how good you and your design are!)

Number of Slides

- It depends on your paces.

- For a 10-minute presentation, the number of slides will be about 15, each takes about 30-40 seconds. [Again, it depends on your paces.]

- Timing is important
  - Rehearse to adjust your pace (but not too rush) or adjust your slides

General Notes on Slide Preparation

- Pick some backgrounds / slide design, but not too distractive ones

- Each slide contains some notes to help remembering the main points
  - No long paragraph
  - Not to read the notes, word by word

- Include suitable pictures / images to attract attention

- Beware of colors / fonts usage

- Check your spelling and grammar

bad examples

XXX

XXX

Difficult to read

Difficult to read

During Presentation

- Don't just look at your slide and read out the text

- Try to have eye-contact with your audience

- If appropriate, provide suitable hand gestures to facilitate communications, eg. point to a main point in a slide.

- Keep a proper pace

Organization of Slides (ppt)

Organization

- It is important to organize your slides to reflect a proper and logic flow.

- Generally (so, it is not a MUST), we have

  1. Title page

  2. Motivation / Identified Problems

  3. Methods / Solutions

  4. Outcomes / Results

  5. Conclusions / Highlights (take-home message)

Project Title

- Give a title that can reflect your project (Not simply EE3070 Design Project)
- Use 1-2 sentences to describe your presentation (these sentences may/may not be shown on slide)
  - E.g. This presentation reports our work on ….
  - You can add pictures to attract your audience

Motivation / Identified Problem

- Give the motivation and what the identified problem is.

- E.g.

  - What is the scenario?

  - Why is it needed to be solved?

  - Key items to be solved

Methods / Solutions

- Propose your solution to the audience

- Example: You may discuss

  - What are the main features / functions of your design?

  - How is it implemented? (Not the details, but an overview, say with block diagram)

  - How can it address the targeted problems?

Outcomes / Results

- Show audience the success of your design

- E.g. you may discuss

  - How is it used?

  - What is the output / outcomes?

  - Advantages

- Include some actual results

Conclusions / Highlights

- Conclude your work

- E.g. you may

  - Provide Highlights of your design as take-home message

  - Conclude your contributions/design in 1-2 sentences

  - Provide self-reflection