



MM104/MM107
Statistics and Data Presentation Semester 2

Giving Effective Presentations

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Making Presentations

This will probably be your first experience of giving virtual presentations.

Your presentation should be a maximum of 5 minutes and should summarise your report. You will be marked down if your talk is too short/long.

There should be at most 2 presenters, students can also present alone if they wish. Solo presenters may find it easier to record their talk.

You should submit the video recording of your talk and you should also submit your slides.

Why Virtual Presentations

Virtual talks and presentations are being used increasingly in many corporations: many companies use video interviews as part of their selection process.

It is never too early to start honing in on these skills.

What to include in the presentation ?

Your presentation should be a summary of your report and should be structured in the same way.

Getting ready to give your talk

- Find a quiet place to do your talk, make sure you tell other members of household so that they do not disrupt you.
- Do your talk in “one take” this emulates what would happen in a classroom situation.
- You may want to consider using headphones with a mic this gets rids of background noise.
- Do a practise recording to check your audio and video.
- Make sure we can clearly see your face.

Zoom Recording

It can take a bit of time for the Zoom recording email to come through. Check your Spam folder as emails from Zoom sometimes find themselves there.

Student Privacy

To protect your privacy, only your tutor, PhD helper, and class lecturer will be able to see your recording. The class lecturer (if they are not your tutor) will only view your recording in certain circumstances. Other students in the class will not be able to see your recording.

How to give a good talk - Presenting Tips

- Rehearse your talk prior to doing the recording and time your talk.
- Have good eye contact with your virtual audience i.e. look at the camera.
- Introduce yourself and fellow speaker (if appropriate)
- Introduce your talk.
- Speak slowly and clearly, with appropriate enthusiasm.
- Make reference to your slides.

How to give a good talk - Slide Tips

You will probably use PowerPoint to make your slides. When you are making your slides, you should

- think about colour, be mindful of those with colour blindness.
- have consistent font throughout.
- have clear figures and tables (this may mean one per slide).
- avoid boring slides, try to make your slides engaging (make sure you are respectful of your topic if it is a sensitive issue).
- avoid having too much text on the slides, the slides are prompts you can always expand on points during your talk.