



Topic 10: Oral Presentation

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Importance of Oral Presentation

- Disseminate your work
- Seek input from colleagues
 - Face-to-face feedback
 - In-depth discussion
 - Look for advice and inspiration
- Validation
 - Get critical view of your work
 - Explore the limitations and boundaries



Forms of Oral Presentation (1)

- Informal
 - Seminars, workshops, forums and oral defenses
 - Usually take place within an organization in a casual way
 - Undergraduate Graduation Design Specification
 - Article 17: Oral defense of graduation design



Forms of Oral Presentation (2)

- Formal
 - Conferences
 - Papers do not go into proceedings unless presented
 - Sometimes display a poster about the paper



Preparation for Oral Presentation (1)

- The secret of a good oral presentation is good preparation
- Understand the audience
 - Be aware of the interests
 - Know its level of understanding of the subject
 - Likely to offer its attention for at most twenty minutes



Preparation for Oral Presentation (2)

- Basic structure
 - The beginning
 - Set the scene and tone for the audience
 - Who, what, how, why, when approach
 - The middle
 - The main body of the presentation
 - Cover main points
 - The end
 - Summarize what have been covered
 - How the work can be developed in the future



Preparation for Oral Presentation (3)

- Content selection and organization
 - Link to audiences' existing knowledge
 - Engage the interest of the audience
 - Emphasize the interesting parts and avoid basic materials or the incomprehensible
 - Flow in a logical fashion and not resemble a random walk



Preparation for Oral Presentation (4)

- PowerPoint slides
 - Each slide should say something but not everything
 - Make the slides consistent and attractive in format



Preparation for Oral Presentation (5)

- Should be readable from where the audience is sitting
 - Select a large enough font
 - Avoid large blocks of text
 - Use 'bullets' to provide structure and emphasis
 - Inappropriate to reproduce complex diagrams or tables directly
 - Support slides with a 'hand-out'



Preparation for Oral Presentation (6)

- Preparing questions
 - What's key contribution and deliverables?
 - Why that conclusion? What about validity?
 - What's the limitation?
- Rehearsal
 - Structure and flow
 - Get the timing correct
 - Overcome nervous



Skills of Oral Presentation (1)

- Self-statement
 - Place the dissertation at hand but don't open it
 - Thank audience for the opportunity
 - Highlight important points
 - The simplest way is to say that it is important
 - Avoid facing board, arm waving, nose scratching, ear searching and "pocket billiards"



Skills of Oral Presentation (2)

- Response to questions
 - Don't answer the question you don't understand (ask for clarification)
 - Answer questions clearly and concisely
 - Answer the questions of each audience
 - Use the arguments, ideas and examples from dissertations
 - Be able to refer to key texts in the dissertation



Skills of Oral Presentation (3)

- Use book markers to assist quick access to the dissertation
- If audience point out problems, think on the spot, and let them know if
 - You don't know/agree/disagree/ or indicating that requires further work
- Avoid confrontation
- Eye contact



Discussion

- Present your research proposal orally within 10 minutes