



**Academic presentation** is a variety of a spoken academic discourse as based on the delivery of research findings to an academic audience.

15 min. talk (3 members-team project)

### **OUTLINE OF AN ACADEMIC PRESENTATION**

1. Title/author/affiliation/e-mail address (1 slide).
2. Motivation (0-1 slide).
3. Outline (1 slide).
4. Background information (1-2 slide)
5. Hypothesis and methods (2 slides).
6. Results (5-7 slides). Present the key results of a simulation study or data analysis. Do not superficially cover all results; cover key results well.
7. Summary (1 slide).

### **Tips for preparing slides**

- Most importantly, organize slides to emphasize the big picture.
- Use short, clear bullet points.
- You do not need to use complete sentences.
- Fill in details verbally.

### **Tips for delivery**

- The effective way to improve delivery is to practice and get honest feedback.
- Take your class presentations seriously!

### **Set the right tone**

- You want to present a polished version of yourself
  - Energetic but not over-bearing
  - Confident but not cocky
  - Natural but professional, not like a news anchor
  - Dress the part

### **Tips for your delivery**

- Make eye contact as much as possible (not only with one person)
- Avoid telling too many jokes, especially if you don't know the audience very well
- Speak loud enough that the person in the back row can hear you

- Don't apologize for being nervous or unprepared

### **PRACTICE MAKES PERFECT!**

- Practice your presentation several times
- A few times to make sure the talk flows from one topic to the next
- When you've settled on the material, practice a few times by yourself
- When you feel pretty confident, give the presentation to your friends, your advisor, or at least a video camera.
- Incorporate your friends' comments and practice a few more times until you've nailed it.
- Always practice aloud and on the clock!

### **Handling questions**

- Always repeat each question so the entire audience know what you've been asked.
- Always be respectful! Even if the question is way off, address it the best you can and try to add something interesting to the response, even if it's more than the person was asking.
- Avoid long one-on-one discussions, especially arguments. / This is a very interesting conversation, maybe we can discuss it further after the seminar..."
- Finish your answer by asking the person who asked that question whether or not you answered the question sufficiently for them.
- If you can't answer a few of the questions, it's OK, don't apologize. "That's a very good question. We hadn't thought of that before..." / Ask for suggestions from the audience.

**Available @**

[HTTP://GETALIFEPHD.BLOGSPOT.COM/2011/04/HOW-TO-GIVE-FABULOUS-ACADEMIC.HTML](http://getalifephd.blogspot.com/2011/04/how-to-give-fabulous-academic.html)

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**Wednesday, April 20, 2011**

#### **Tip #1: Use PowerPoint Judiciously**

- Never use less than 24 point font. If you use smaller font, people will not be able to see your information and you will have too much information on the slide.
- Use bullet points. PowerPoint slides do not need full sentences, and should never have a paragraph full of information.
- Use images effectively. You should have as little text as possible on the slide. One way to accomplish this is to have images on each slide, accompanied by a small amount of text.
- Never put your presentation on the slides and read from the slides.
- Do not have too many slides. Definitely do not have more than one slide per minute of presentation.

#### **Tip #2: There is a formula to academic presentations. Use it.**

Once you have become an expert at giving fabulous presentations, you can deviate from the formula. However, if you are a newbie, you need to follow the formula. Again, this will vary by the field. However, I will give an example from my field – sociology – to give you an idea as to what the format should look like.

- Introduction/Overview/Hook
- Theoretical Framework/Research Question
- Methodology/Case Selection
- Background/Literature Review
- Discussion of Data/Results
- Analysis
- Conclusion

**Tip #3: The audience wants to hear about your research. Tell them.**

One of the most common mistakes I see in people giving presentations is that they present only information I already know. This usually happens when they spend nearly all of the presentation going over the existing literature and giving background information on their particular case. You need only to discuss the literature with which you are directly engaging and contributing. Your background information should only include what is absolutely necessary. If you are giving a 15-minute presentation, by the 6th minute, you need to be discussing your data or case study.

**Tip #4: Practice. Practice. Practice.**

You need to practice your presentation in full before you deliver it. You might feel silly delivering your presentation to your cat or your toddler, but you need to do it and do it again. You need to practice to ensure that your presentation fits within the time parameters. Practicing also makes it flow better. You can't practice too many times.

**Tip #5: Keep To Your Time Limit**

If you have ten minutes to present, prepare ten minutes of material. No more. Even if you only have seven minutes, you need to finish within the allotted time. If you will be reading, a general rule of thumb is two minutes per typed, double-spaced page. For a fifteen minute talk, you should have no more than 7 double-spaced pages of material.

Good luck!