专业阅读与写作（研讨）

论文/项目汇告
Present a Paper/Project

东南大学 李竹颖 副教授
计算机科学与工程学院、软件学院、人工智能学院

课程内容进度

课次	日期	内容	作业
1	8月22日	课程简介，科研简介，生涯规划； 优秀学长学姐分享经验	海明的科研
2	8月24日	论文分类，论文评价，论文搜索,论文搜索示范； 科研报告（一）	搜索论文
3	8月29日	如何阅读论文,综述一个小领域； 科研报告（二）	阅读论文
4	8月31日	使用Latex； 科研报告（三）	用Latex综述自选方向
5	9月5日	如何做PPT报告（项目、论文）； 科研报告（四）	研究兴趣PPT 课程报告和汇报
6	9月7日	一般性课程报告写作、专业文档阅读； 科研报告（五）	
7	9月12日	学生分组报告汇报	
8	9月14日	学生分组报告汇报	

How to Design Slides

Types of Presentations

- Elevator Pitch
- Quick 1-minute "what I do" talk
- Three minute thesis
- 25 minute conference paper presentation
- Project presentation
- Thesis defense
- Job talk

What they have in common:

- Never enough time to talk about everything
- All of them reflect on you & need practice/polish
- Focus on a clear goal and message.

Slide Structure – Good

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Include 4-5 points per slide
- Avoid wordiness: use key words and phrases only

Slide Structure - Bad

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

Slide Structure – Good

- Show one point at a time:
    - Will help audience concentrate on what you are saying
    - Will prevent audience from reading ahead
    - Will help you keep your presentation focused

Slide Structure - Bad

- Do not use distracting animation

- Do not go overboard with the animation

- Be consistent with the animation that you use

Moving Text

- When text appears, we don't want the audience to be watching the animation.
- Use the

       "Appear effect"

   Not

     "FANCY EFFECTS"

Fonts - Good

- Use at least an 24-point font
- Use different size fonts for main points and secondary points
    - this font is 28-point, the main point font is 32-point, and the title font is 34-point
- Use a standard font like Times New Roman
- 使用标准字体例如微软雅黑

Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written, 14 pt

- CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ

- Don't use a complicated font

- 不要使用不常见的奇怪字体

Style Consistent - Good

- Be consistent in your choice of
  - bullets,
  - font, and
  - colors.

COMPOST QUALITY and FOOD SAFETY CONCERNS

A recent survey of 'finished' compost products produced at 30 California commercial facilities

➢ Found large variation in many characteristics

➢ Indicates highly variable feedstocks and process management

Poor process management, curing conditions, and cross-contamination of equipment are most common cause

Colour - Good

- Use a colour of font that contrasts sharply with the background
  - Ex: blue font on white background
- Use colour to reinforce the logic of your structure
  - Ex: light blue title and dark blue text
- Use colour to emphasize a point
  - But only use this occasionally

Colour - Bad

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is distracting and annoying.
- Using a different colour for each point is unnecessary
  - Using a different colour for secondary points is also unnecessary
- Trying to be creative can also be bad

Background - Good

- Use backgrounds such as this one that are attractive but simple

- Use backgrounds which are light

- Use the same background consistently throughout your presentation

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use
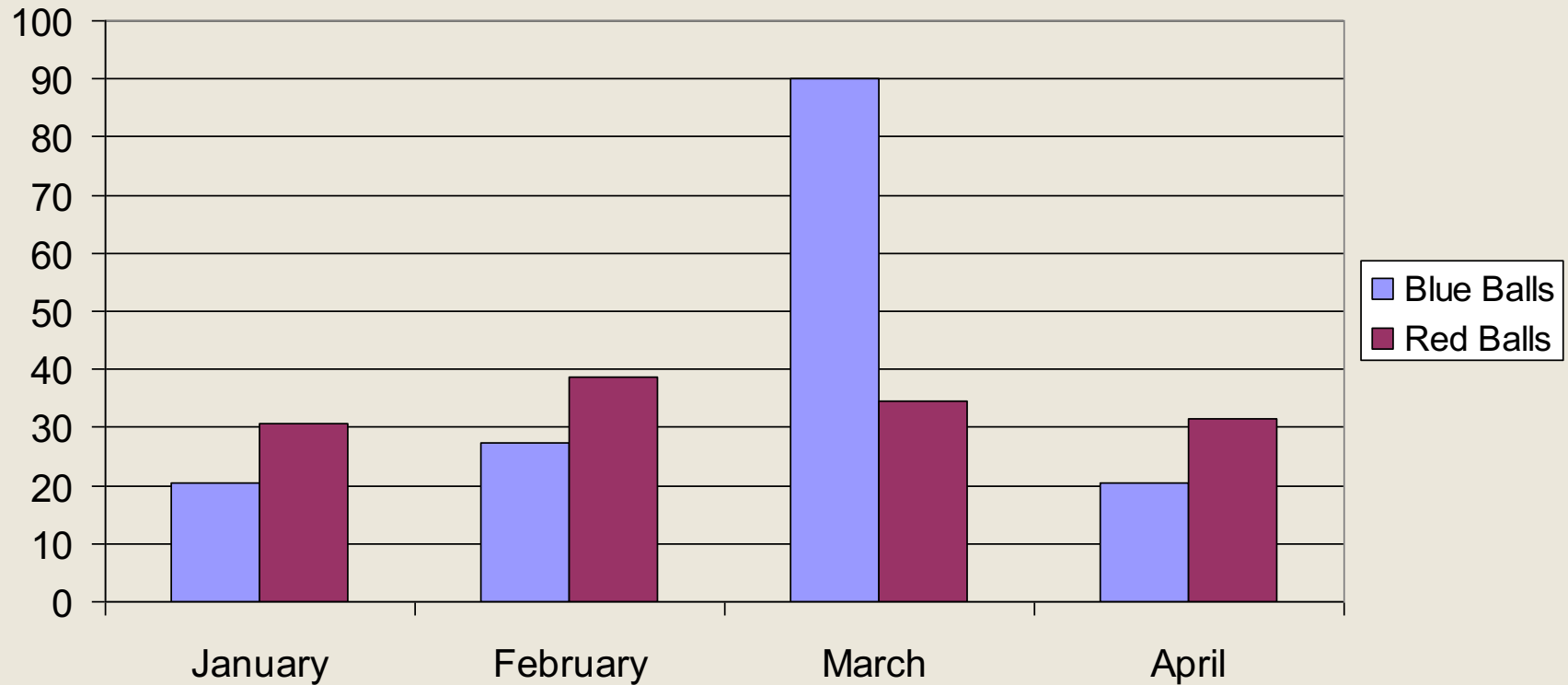
Graphs - Good

- Use graphs rather than just charts and words
  - Data in graphs is easier to comprehend & retain than is raw data
  - Trends are easier to visualize in graph form
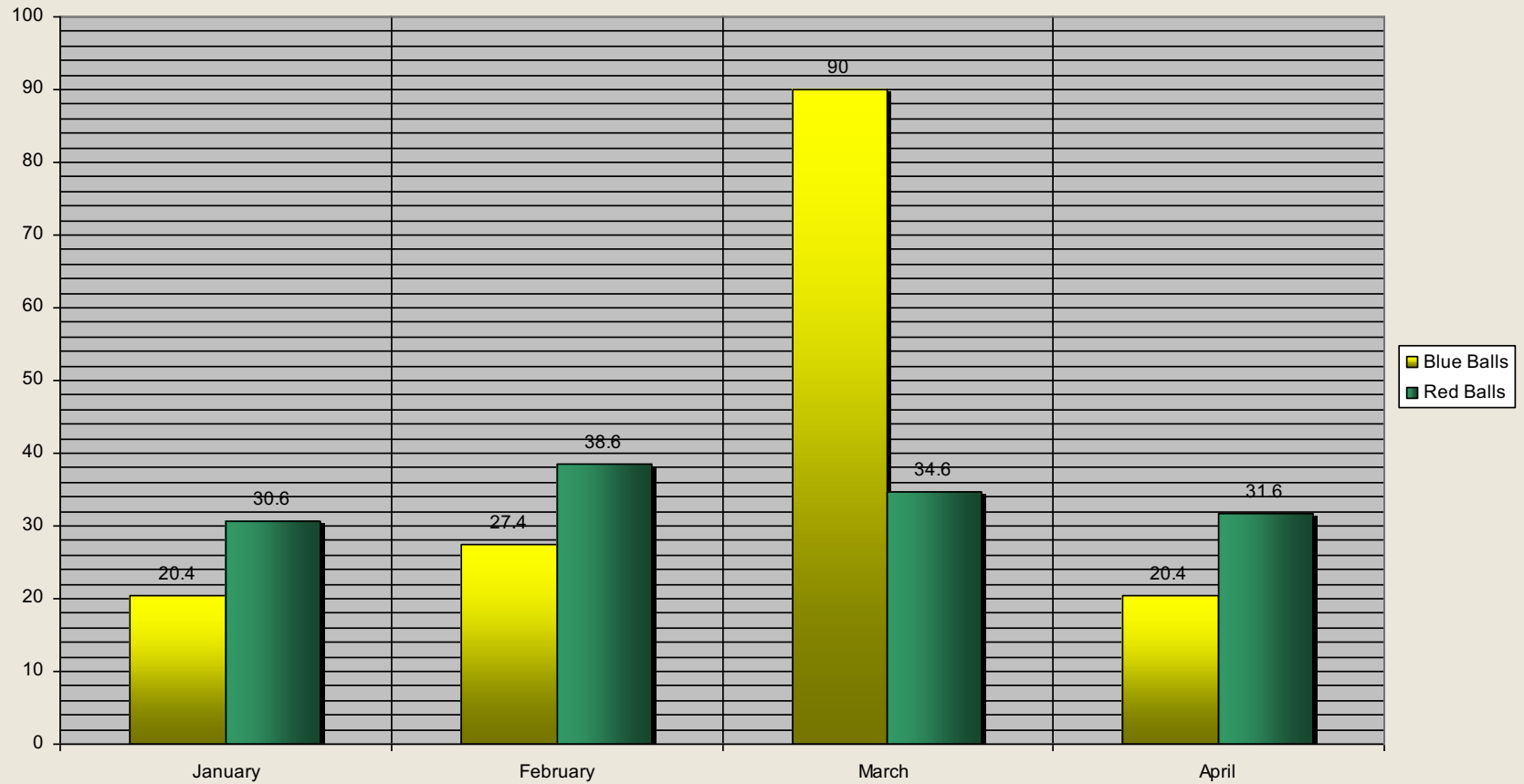
- Always title your graphs

Graphs - Bad

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6

Graphs - Good

Items Sold in First Quarter of 2002

Graphs - Bad

Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colors are illogical
- Title is missing
- Shading is distracting

Spelling and Grammar

- Proof your slides for:
  - speling mistakes
  - the use of of repeated words
  - grammatical errors you might have make

- If English is not your first language, please have someone else check your presentation!

Conclusion

- Use an effective and strong closing
  - Your audience is likely to remember your last words

- Use a conclusion slide to:
  - Summarize the main points of your presentation
  - Suggest future avenues of research

Questions??

- End your presentation with a simple question slide to:
  - Invite your audience to ask questions
  - Provide a visual aid during question period
  - Avoid ending a presentation abruptly

Important Tips

To design your slides

- Remember that ***you*** are the show
  - not the PowerPoint slideshow.

Show your Passion

- Show your passion on what you are presenting
  - Your audience can feel it, and accept
  - Be convinced to convince your audience

Focus on your Audience's Needs

- Bear in mind what the audience needs and wants to know, not what you can tell them.

- Remain focused on your audience's response, and react to that.

Keep it Simple

- Concentrate on your Core Message
  - What is the key take-away message?
  - Communicate that key message very briefly.
  - 30-second 'elevator summary'
- keep your core message focused and brief.

Tell Stories

- Human beings are programmed to respond to stories.

- Think about what story you are trying to tell your audience, and create your presentation to tell it.

作业

1. 组队完成本次作业
   - 建议3-4人一组，与课程报告分组一致
2. 完成一个3-5分钟的PPT
3. 介绍你们组的方向或选择的论文
   - 简明扼要
4. 自愿提交作业
5. 截止时间：2023年9月7日9:30
6. 提交作业的同学上台研讨

- 尚未分组的同学将上次作业的兴趣方向发布到在线表格里，兴趣相似的同学组队。