Departamento de Lenguajes y Sistemas Informáticos

Effective Presentations

Herramientas Avanzadas para el Desarrollo de Aplicaciones

Escuela Politécnica Superior
Universidad de Alicante

Rules for the presentation

- Each group:
  - 15 minutes presentation + 5 minutes questions

  - You can be 2 people at most at the presentation but ALL the persons of the group should attend and can receive questions.

  - You have to attend all the presentations in your turn.

CONTENT

- What do you have to explain?

Advices

- **Tell what differentiate you from the rest**
- Stress the improvements done

- You have to try to sell the application to a person that knows computer science.

FORM

- HOW?

Structure of the presentation

"3 principle"

| Introduction | Body | Conclusion |

…or:
- Say what I want to tell them.
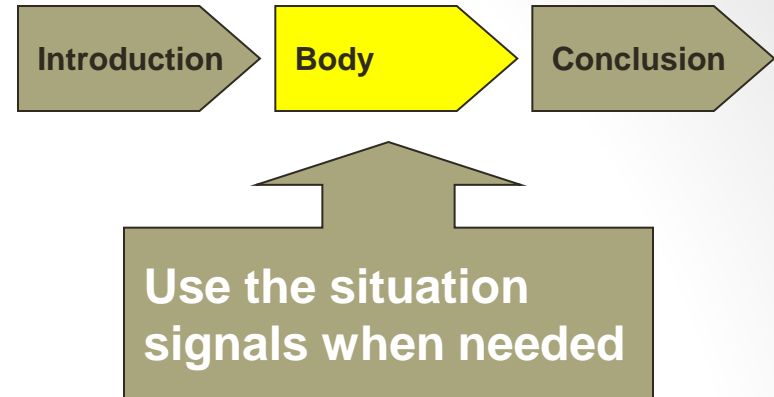- Tell them.
- Tell them that I have already told them.

Introduction

- Get the attention of the public.

- Define the objectives of the presentation.

- Set your credibility.
  - What are we doing for them?
  - Start by the last or more recent
  - Contextualize to now

Body

Introduction ▸ **Body** ▸ Conclusion

Use the situation signals when needed

1. Ideas storm.
2. Identify our main idea and put it into messages. (draft).
3. Select the number of items we are going to use.
4. Organize and sort the items (guide or schema).

Body

"Prevent ramblings"

- Visualize the whole presentation.

- Be sure that the main idea is in all the messages.

- Select only the more relevant ideas.

Body

"What else, what more?"

- It is better to focus on **few** items, but **good** ones.

- We have to follow a plan to eliminate certain material if the time is over.

- Think what can we offer as help when we cannot finish explaining something (consulting material, references…)
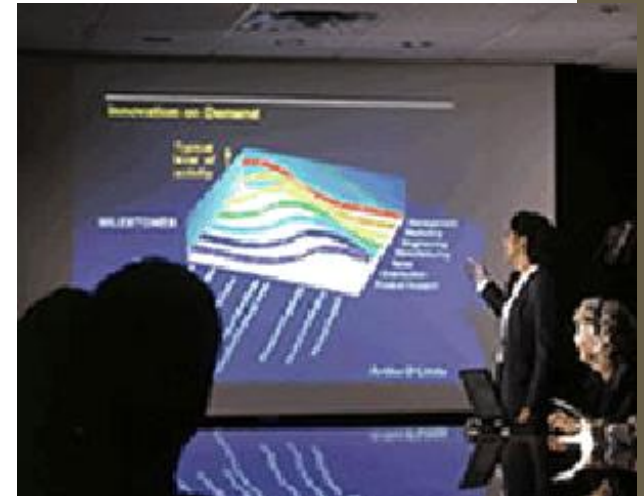
Conclusion

- Repeat our main message.

- Integrate the introduction dots in conclusion sentences: "closing the circle".

- Call to action: Proposals, short-term objectives, intentions.
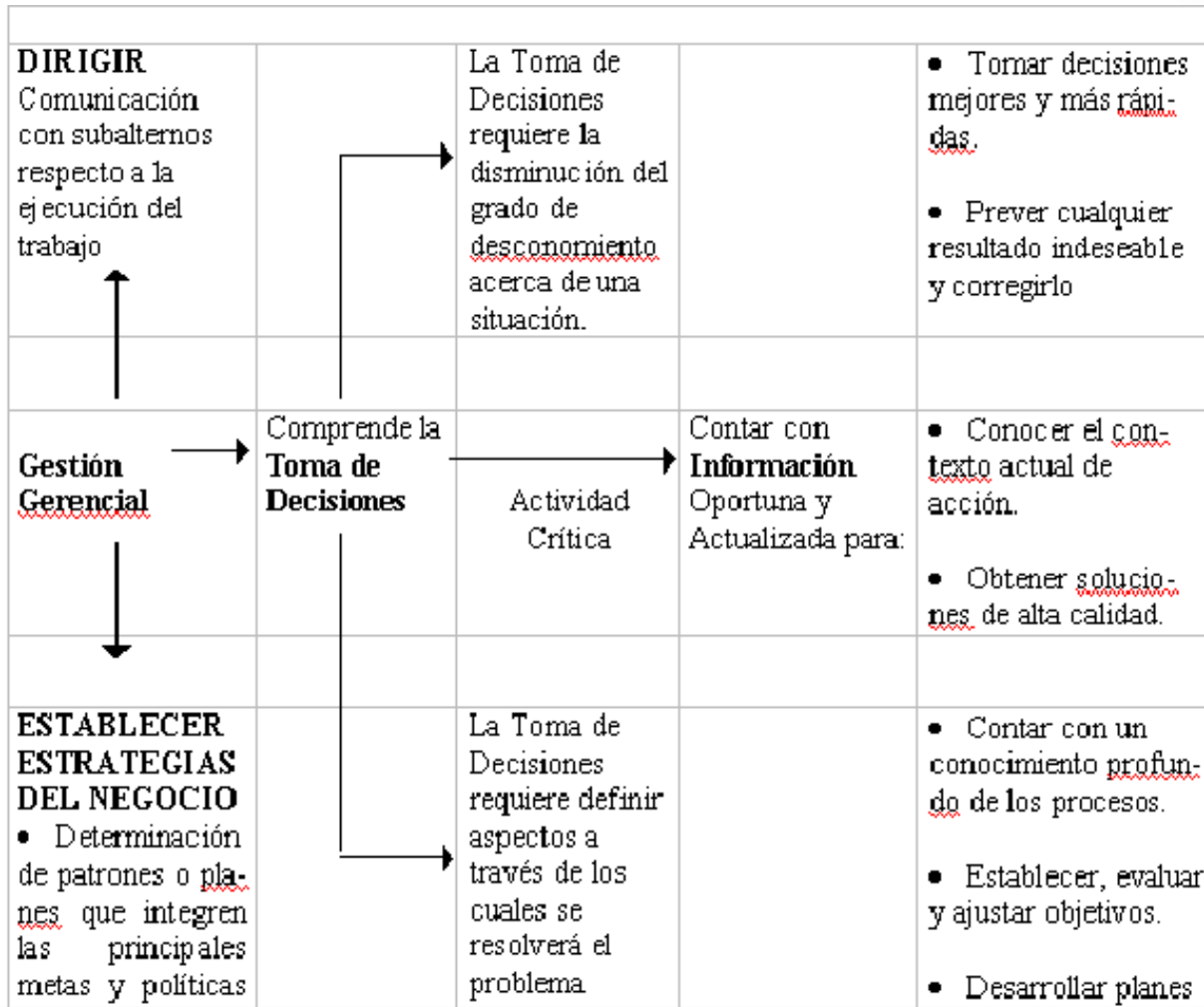
Errors that we should avoid

- Too much in few space
- Too many words in few space
- Not clear images
- Omisions because we didnt review it previously
- Transcription or writing errors

Too many words

- <u>Sistemas de Procesamiento de Datos</u>: Son aquellos *sistemas de información computarizados que se desarrollan para procesar grandes volúmenes de información generada en las funciones administrativas*, tales como nómina o el control de inventario. Los sistemas de procesamiento de datos liberan el tedio y la rutina a las tareas que se realizan manualmente; sin embargo, el elemento humano sigue participando, al llevar a cabo la captura de los datos requeridos.

- Las transacciones más comunes incluyen: facturación, entrega de mercancía, pago a empleados, depósitos, retiros y transferencias bancarias.

- El procesamiento de transacciones, que es el conjunto de procedimientos para el manejo de éstas, incluye entre otras, las siguientes actividades: Cálculos, Clasificación, Ordenamiento, Almacenamiento y Recuperación, Generación de Resúmenes.

Too much information

DIRIGIR Comunicación con subalternos respecto a la ejecución del trabajo		La Toma de Decisiones requiere la disminución del grado de desconomiento acerca de una situación.		• Tomar decisiones mejores y más rápidas. • Prever cualquier resultado indeseable y corregirlo
Gestión Gerencial	Comprende la **Toma de Decisiones**	Actividad Crítica	Contar con **Información** Oportuna y Actualizada para:	• Conocer el contexto actual de acción. • Obtener soluciones de alta calidad.
ESTABLECER ESTRATEGIAS DEL NEGOCIO • Determinación de patrones o planes que integren las principales metas y políticas		La Toma de Decisiones requiere definir aspectos a través de los cuales se resolverá el problema		• Contar con un conocimiento profundo de los procesos. • Establecer, evaluar y ajustar objetivos. • Desarrollar planes

El procesamiento de transacciones, que es el conjunto de procedimientos para el manejo de éstas, incluye entre otras, las siguientes actividades: Cálculos, Clasificación, Ordenamiento, Almacenamiento y Recuperación, Generación de Resúmenes.

...the ideal is...

- No more than 6 items by slide with clear and precise sentences that indicate the audience the aspect that the speaker is discussing in this moment.
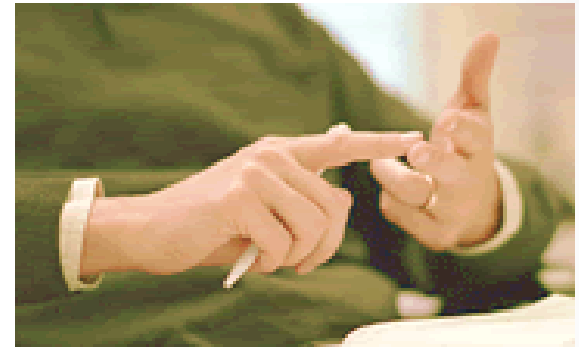
Image size

Avoid the use of low resolution or fuzzy images

Combining Backgrounds- Fonts, recommended:
Dark backgrounds and light font color
Light background color and dark font color

Combinación

Combinación

Combinación

Combinación

Combinación

Combinación

Combining Backgrounds- Fonts, not recommended:
Dark background color and dark font color
Light background color and light font color
Overelaborated backgrounds where the letter is not clearly read
Combinations that cause a not adequate contrast

Combinación

Combinación

Combinación

Combinación

Combinación

Combinación

Font size

More common font types: Times New Roman and Arial

•Informática **8**

•Decanato **10**

•Administración **12**

•Matemática **14**

•Inglés **16**

•Proyecto **18**

•Examen Final **20**

•**Informática 24**

•**Decanato 28**

36

They are not visible for the audience

•**Matemática 44**

Minimum Recommended

Effective slides

- Simple.
- Graphics, icons and symbols.
- Keywords, not sentences.
- One idea in each slide.
- 3-6 items in each slide.
- Size 20 minimum for fonts.
- Use color, but not excessively.

Please do not use sound effects

Team presentation

- All the members should have a role.
- We have to previously agree "Who is doing what".
  - Concrete the final version for each person.
  - Do a rehearsal of the presentation together.
  - Determine who can answer the questions.
- **Stablish the transition between speakers.**
- Presentation and close by the leader.
- How many members have in your team?
  - Depends on the audience.

Performing the presentation...

The results of a survey showed that the more common fears of people are:

Fire
3%

Give a public speech
54%

Be Drown
5%

Spiders
15%

Sickness
7%

Death
16%

Voice and body language

Eyes

- Look to the audience every 5 seconds (or general vision).

Voice

- Talk to the back of the room.
- Avoid noises (Hmm, Umm, ehh).
- Vary the accents and entonation.
- Slow, without rushing. Rithm.
- Get to the point (be direct).

Voice and body language II

Position and movements
* Still feet and movement.
* Try to calm the hands movements.
* Be relaxed, but not too much!.

Gestures
* Harmonious use of your hands.
* Avoid the pockets.
* Do not hide yourself.
* Smile, express yourself.
* Be natural.

Equipment

Gold rule: always do a previous checking

- Beamer:
  - Know how to turn it on.
  - Do not arrive too late.
  - Do not talk "to the screen".
- Boards:
  - Write with big font (capital letter).