Presentation Best Practices and Preparing for Technical Issues
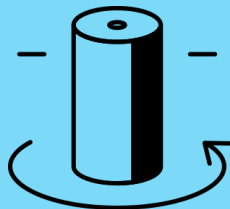
Data Boot Camp
Lesson 20-4.1

Project Segments

This Week: "Put It All Together"

Sketch It Out

Decide on your overall project, select your question, and build a simple model. You'll connect the model to a fabricated database using comma-separated values (CSV) or JavaScript Object Notation (JSON) files to prototype your idea.
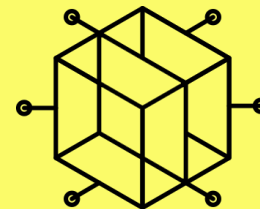
Build the Pieces

Train your model, and build out the database you'll use for your final presentation.
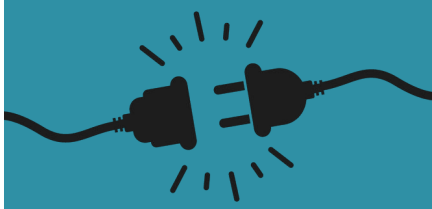
Plug It In

Connect your final database to your model, continue to train your model, and create your dashboard and presentation.

Put It All Together

Put the final touches on your model, database, and dashboard. Lastly, create your final presentation and deliver it to the class.

This Segment: Capstone Project

By the end of this segment, you will have:

Wrapped up tasks in your individual roles

Tidied up the final README.md in the project repository

Merged, discarded, or deleted any outstanding PRs

Completed an editorial sweep for quality control

Module 20

Today's Agenda

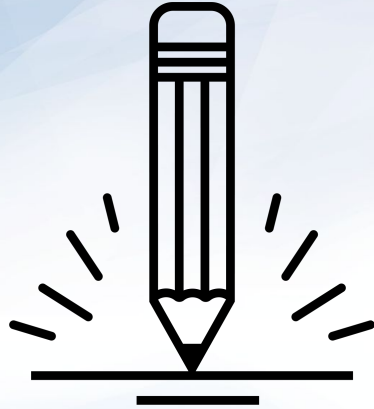# Today's Agenda

By completing today's activities, you'll...

01	Understand the best practices to create and deliver a presentation

Make sure you've downloaded any relevant class files!

Is your team comfortable with presenting the project?

Presentation Tips and Tricks

Suggested Time:
20 Minutes

Know Your Audience

Know Your Audience

No presentation is one-size-fits-all. Tailor your presentation to your audience.

- What is the technical background of your audience?
  - This will tell you how in depth your analysis should be.

- How much initial knowledge do they have on the subject?
  - You don't want to condescend with basic information to an informed audience ...
  - But you don't want to lose an audience that is unfamiliar with the subject.

- What are they expecting from this presentation?

Define
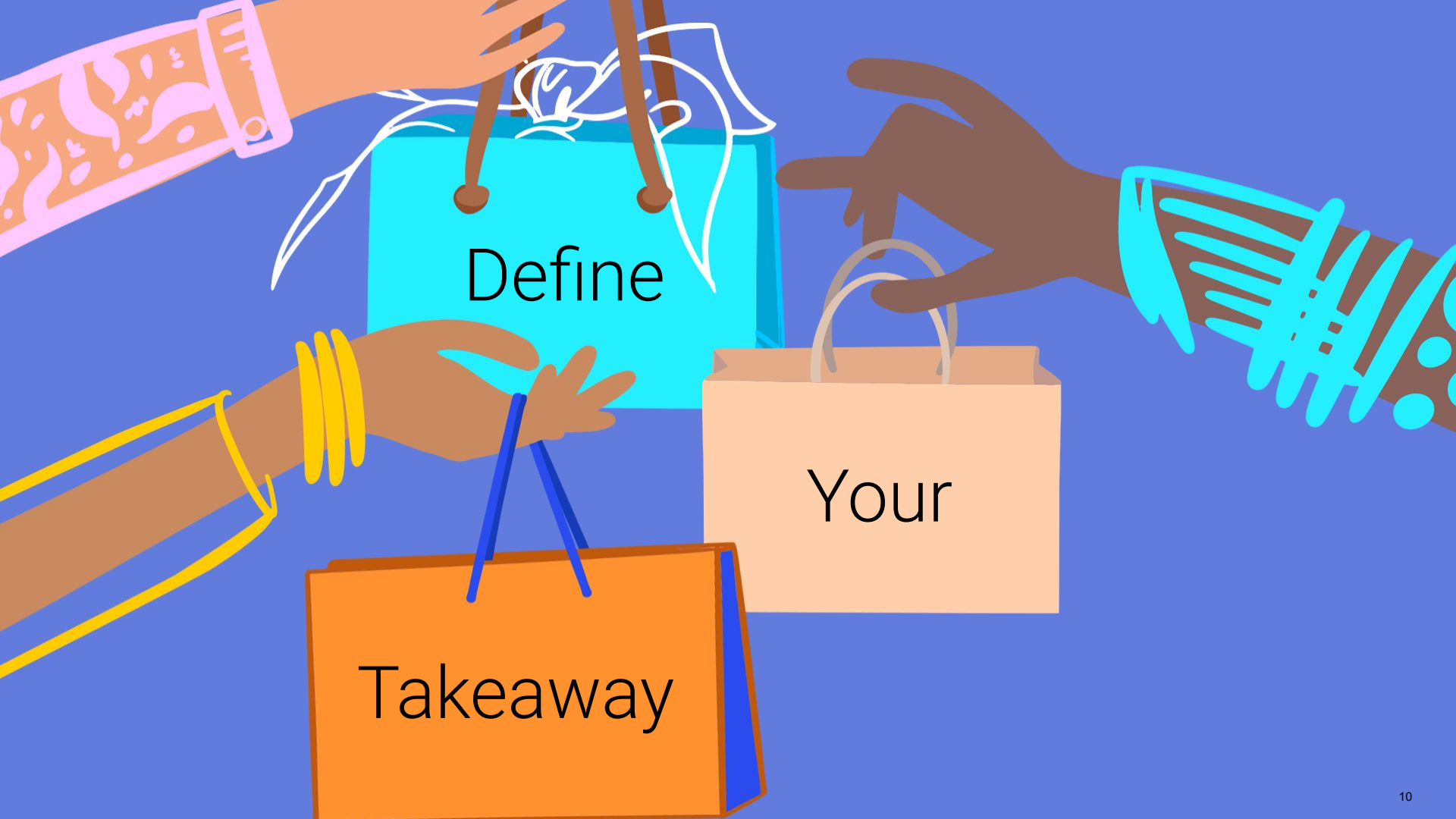
Your

Takeaway

Define Your Takeaway

What do you want your audience to walk away with—in one sentence?

- Defining your takeaway distills your presentation down to its essence.

- Everything in your presentation should work toward delivering the takeaway.

- Remove or rework any parts that distract from the takeaway message.

- Even when things are working to help the takeaway, ask yourself if they could help even more.

Structure Your Presentation

Greeting

Introduction

Main Body

Conclusion

Invite Questions
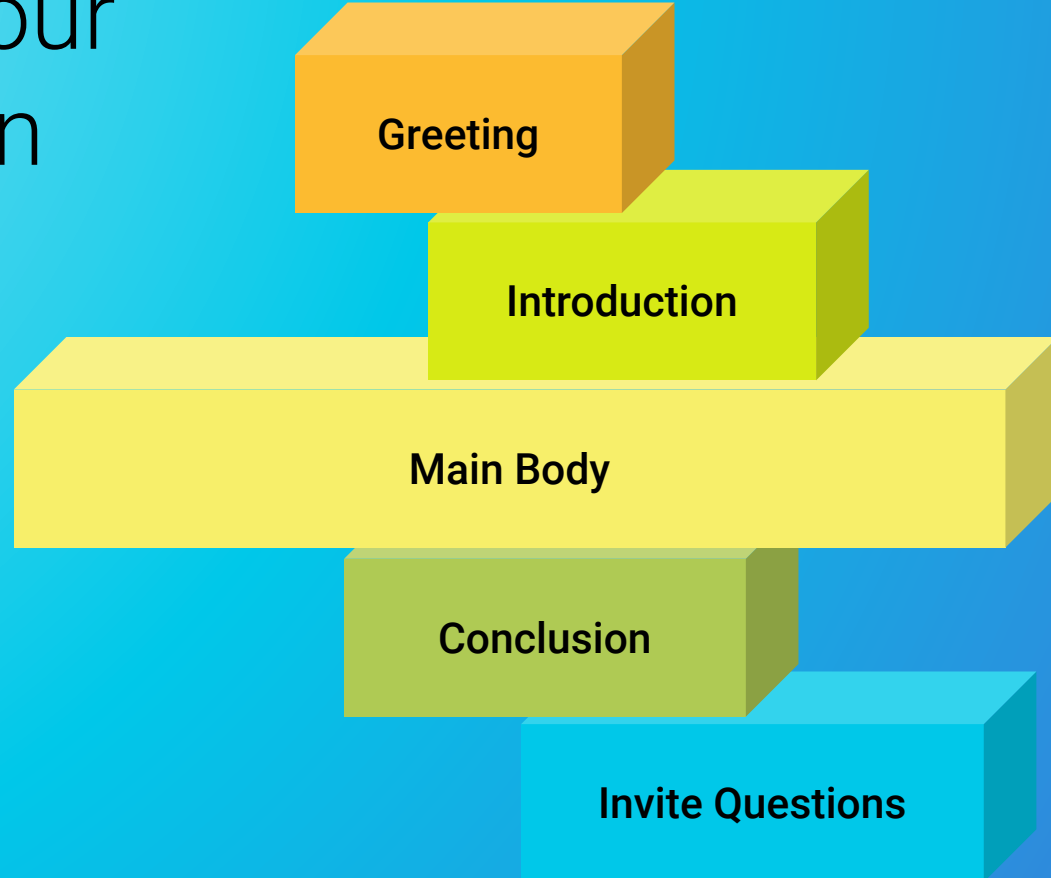
Structure Your Presentation

Transitions will help the audience follow along.

- Moving from the introduction
  - "First, let's begin with..."
  - "I will first cover..."
  - "To get started, let's look at..."

- Shifting between similar points
  - "Likewise..."
  - "Equally..."
  - "Similarly..."

- Summarize, and move to new points
  - "So far, we've covered XYZ; now I'd like to look at ABC"
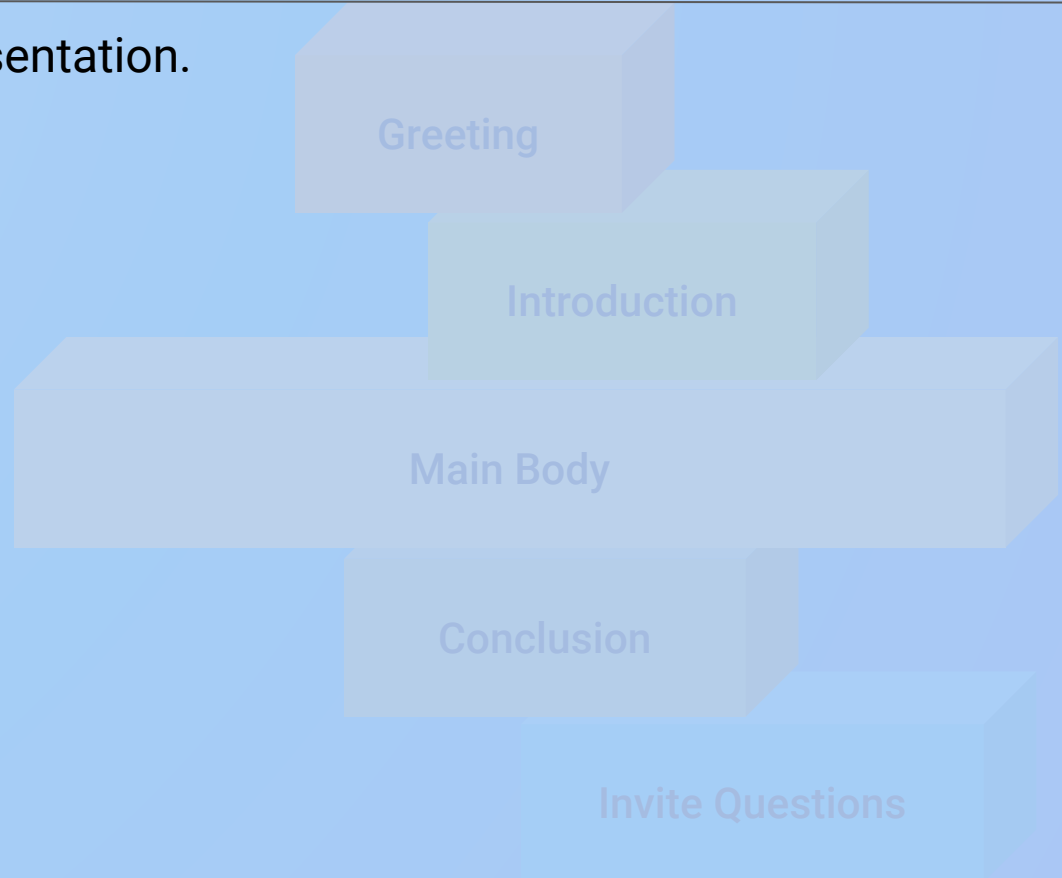
Greeting

Introduction

Main Body

Conclusion

Invite Questions

Structure Your Presentation *continued*

Outline the structure of your presentation.

- Greeting
- Introduction
- Main Body
- Conclusion
- Invite Questions

Greeting

Introduction

Main Body

Conclusion

Invite Questions

Practice!

Practice!

Know what you want to say, and practice saying it.

- Rehearse your presentation

- Time yourself

- Record yourself

- Make a plan for anything you're nervous about

Engage Your Audience
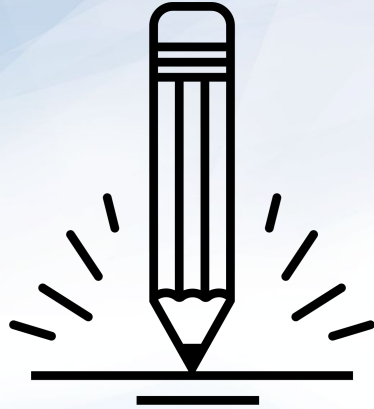
Engage Your Audience

Make it personal.

- Tell a story

- Use humor

- Share your interest in the topic

- Ask your audience questions during the presentation

Engage Your Audience *continued*

Make it clear.

- Define unfamiliar terms

- Use concrete examples

- Use analogies to explain unfamiliar elements

- Use previews and summaries

Preparing for Technical Issues

Suggested Time:
25 Minutes

Preparing for Technical Issues

Problem	Potential Solutions
Hardware Failure	Save copies of presentation to another computer or cloud-based storage
Notes saved in slides, but only able to share on-slide content	Print out hard copies of slides
Relying on Live Demo, but underlying data changes	Create a "dummy" version relying on static data
Relying on Live Demo, but demo fails/gets corrupted	Pre-record video demoing functionality

Time to Code

Project Development Consultation

Suggested Time:

60 minutes