

# Suggestions for an Effective Presentation

# Objective

Discuss the elements that should be in the end-of-semester presentation

In addition to content, the delivery and visual appeal are important

Feel free to use these slides as an outline

# Stakeholders

Include the names of the stakeholders

- > students
- > faculty mentor
- > sponsors

# Table of Contents

Begin with a [Table of Contents](#) which outlines key areas

May include:

- > Project purpose and background
- > Data discussion
- > Project plan (can mention helpful resources, areas to investigate)
- > Potential concerns and blockers

# Project purpose and background

- > Discuss why this project is necessary
- > What problem does it solve?
- > What would success look like?
- > Discuss what they have tried (if relevant)

# Data Discussion

- > Discuss what you have learned about the data
- > Are there challenges with the data? Limitations?
- > What kind of data will be used (text, image, ...)

# Project Plan

- > Discuss how you might tackle the project
  - This can be high level
  - What new things will you need to learn?

# Potential Concerns and Blockers

- > Discuss any concerns you have with the project
- > Does the project scoping seem to be fair?  
Discuss how you might rescope as needed
- > Is the project clear?  
Discuss how you might clarify
- > Does the data seem sufficient?  
Discuss how you might supplement data if needed
- > From sponsor side, do the right people seem to be involved?



## Suggestions on Style

- > Limit the amount of text on each slide to a few lines
- > You want your audience to mostly **listen** and not read
- > The right graphics can say a lot
- > Can always break up a topic into several slides

## Suggestions on Delivery

- > Be sure to practice!
- > Practice on someone outside your group
- > Time yourselves
- > Be clear who will present which slides
- > If a slide / idea is hard to present, refine it