

Suggestions for Preparing Good Presentation Slides

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Different Presentation Types

- The format could differ based on the type of presentation:
 - Paper presentation at conferences
 - Tutorial
 - Project Presentation
 - Dissertation Defense
 - Job Talk (academia/industry)
 - ...

Suggestions (Title Slide)

The following are applicable to many types of presentations

- Title
- Name of presenter (or authors, etc.)
- Position/Affiliation
- Date of presentation
- ...

Suggestions (Main Content)

- Adjust the content based on the goal of presentation and audience
- Need a strong beginning
- Present main ideas and key results (often no need to go into all details)
- Keep it simple
- Have a clear ending for the presentation and summarize key takeaways
- Can have some (optional, hidden) backup slides on expected questions

Suggestions (Outline)


- Depending on the type and duration of presentation, you may consider a slide to show the outline of presentation
- Following is just a general example, but customize it based on the presentation


Agenda


- Introduction
- Literature Review
- Methodology
- Results
- Conclusion

Suggestions (Outline)

- Can use the outline slide multiple times during presentation to show the current stage

Agenda	
	Introduction
•	Literature Review
•	Methodology
•	Results
•	Conclusion

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Suggestions

- Use short phrases, rather than long sentences
- Try to avoid text-heavy slides (e.g., use visual aids, instead)
- Use appropriate font size (consider the room size and set-up) and font color
- Use slide number
- Use some colors to emphasize

In-Class Activity