Presentations

- To prepare, deliver different versions of presentation.
- But don't memorise.
- Practice as much as you can in as many different ways as you can.
- Avoid memorisation: fragile.
- Practice with friend or in front of a camera.
- Consider key "take-home" points, prepare around those.
- Never go over time. That's disrespectful and harmful.
- *Tell the audience what you're going to say, say it; then tell them what you've said.*

  - Applies to talk structure and your ongoing speech.
- Try to motivate first.
- Examples are good.
- Don't forget to attribute graphics.
- Don't put lots on slides – audience should not be both reading and listening at the same time.

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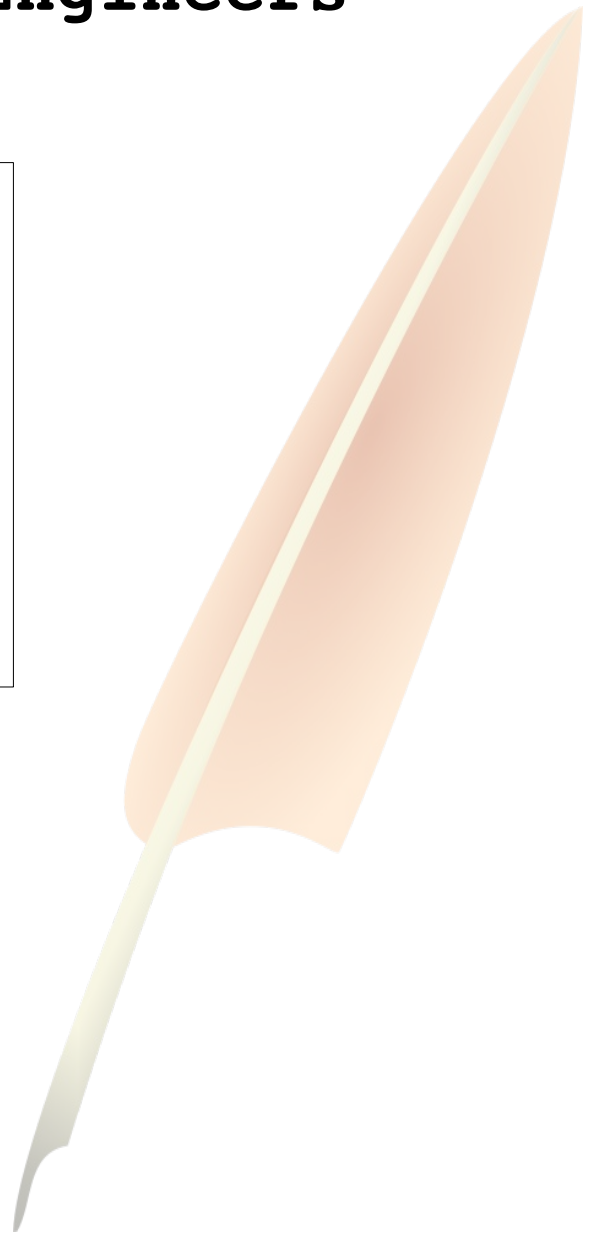
Technical Communications for Engineers
Presentations I

Lecture Contents:

- How not to start a talk.
- How not to make a slide.
- How not to finish a talk.



https://openclipart.org/detail/21390/used-quill-by-solar_granulation

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Tech.
Comm.
Eng.

Brainstorming

What are characteristics of a **bad** presentation?

What are characteristics of a **good** presentation?

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Brainstorming

What is **difficult** about presenting?

What is **easy** about presenting?

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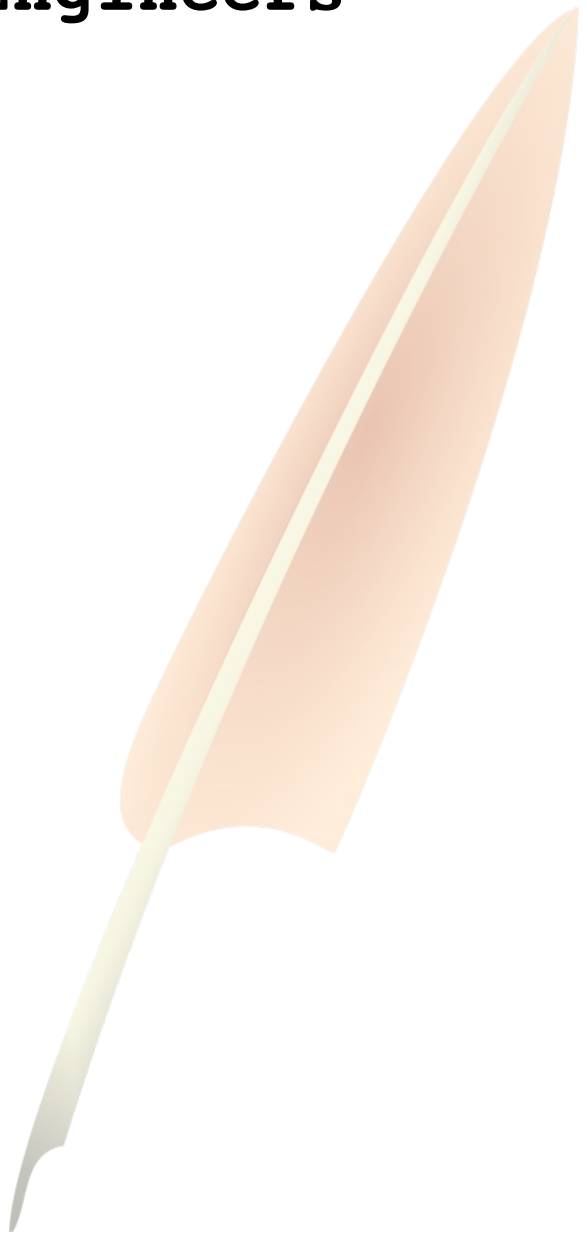
Presentations II

Lecture Contents:

- **Preparation.**
- **Structure.**
- **Slides.**
- **Delivery.**



How to make life easier for yourself and your audience

- Preparation!
- Practice!

Preparing presentations in a foreign language

- Prepare different versions.
  - **Don't memorise**.
  - Improves focused language/vocab.
- Practice:
  - With a camera.
  - With a friend.
  - Time it.

Exercise (in pairs):

1. Design 1 sentence describing your project's purpose.
2. Share with neighbour.
3. Paraphrase neighbour's project.
4. Explain it to class.

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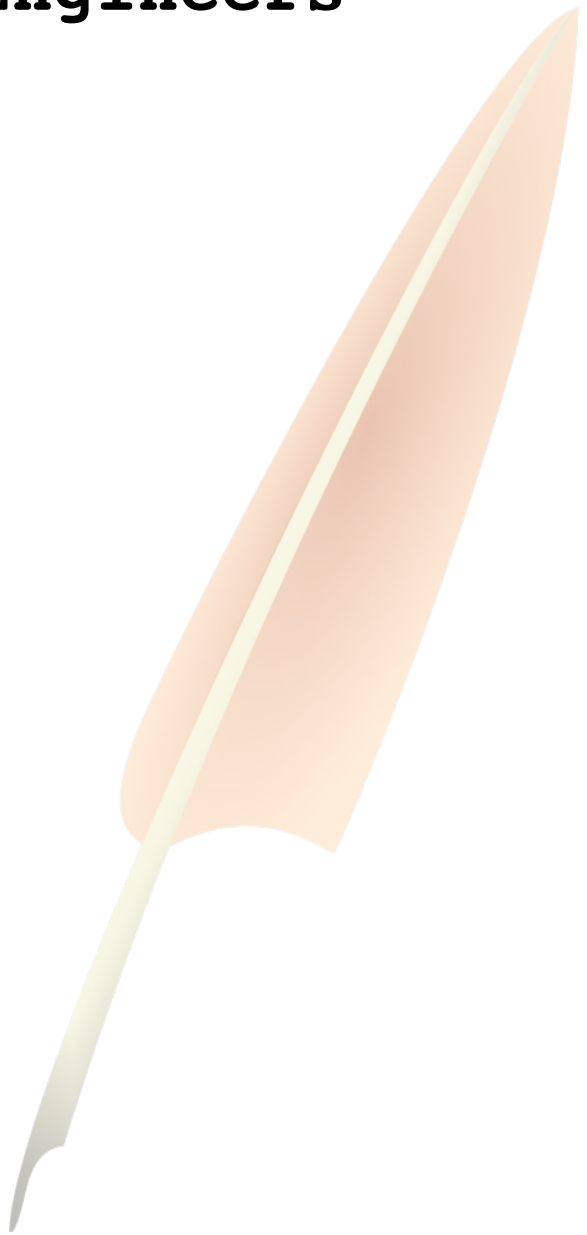


How to structure

"*Start with the why.*"

- Simon Sinek.

'*Tell the audience what you're going to say, say it; then tell them what you've said.*'

- Dale Carnegie

How to structure

- Macro scale:
  - Intro:
    - Why this presentation.
    - What is in this presentation.
  - Body.
  - Conclusion:
    - What I've told you.

How to structure

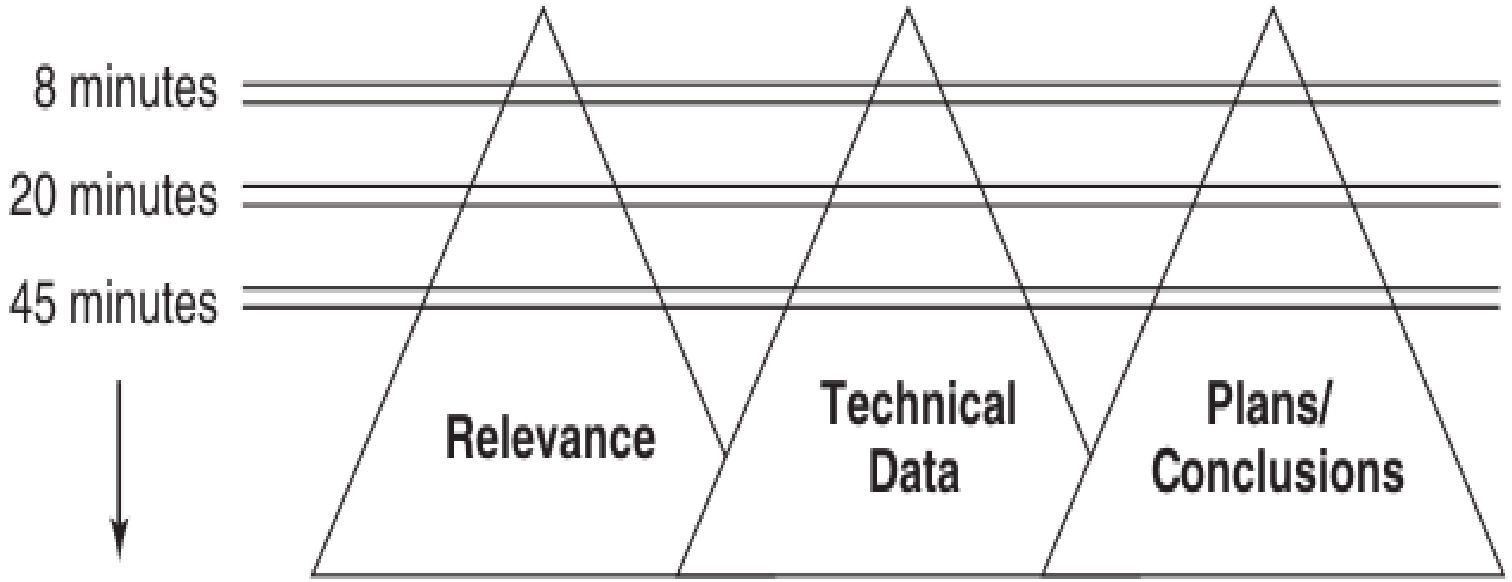
- Micro scale:
  - For each section.
  - For each slide.
  - For each point.
    - Motivate.
    - Explain context.

How to structure

- Never go over time.

  'I really wish this presentation would go on longer'

- Consider different lengths:



Beer & McMurrey Figure 9-2

Too-long presentations affect people's lives

Morning Schedule: Published	
Time	Activity
9:00	Seminar 1
9:30	Seminar 2
10:00	Seminar 3
10:30	Tea break
11:00	Seminar 4
11:30	Seminar 5
12:00	Seminar 6
12:30	Lunch

Morning Schedule: Actual	
Time	Activity
9:00	Seminar 1
9:40	Seminar 2
10:20	Seminar 3
10:55	Tea break
11:10	Seminar 4
11:50	Seminar 5
12:40	Seminar 6
12:55	Lunch

Example

- Add contextual & motivating sentences to the start of the below text:
- *Make sure you have at least an intro, a body, and a conclusion.*

Example

- Add contextual & motivating sentences to the start of the below text:
- *I have explained that an audience can get lost easily, but one way to stop your audience getting lost is to give them adequate context at the start. Another way to make sure they get the message is to remind them of what you just said. So m~~M~~ake sure you have at least an intro, a body, and a conclusion.*

Exercise

- Add contextual & motivating sentences to the below text:
- *Of 10 people to have done our usability test, 6 are computer engineers.*

Practical aspects.

- Introduction:
  - Getting attention.
  - Welcoming.
  - Ground rules
    (when are questions allowed?).
- Conclusion:
  - Signal finish.

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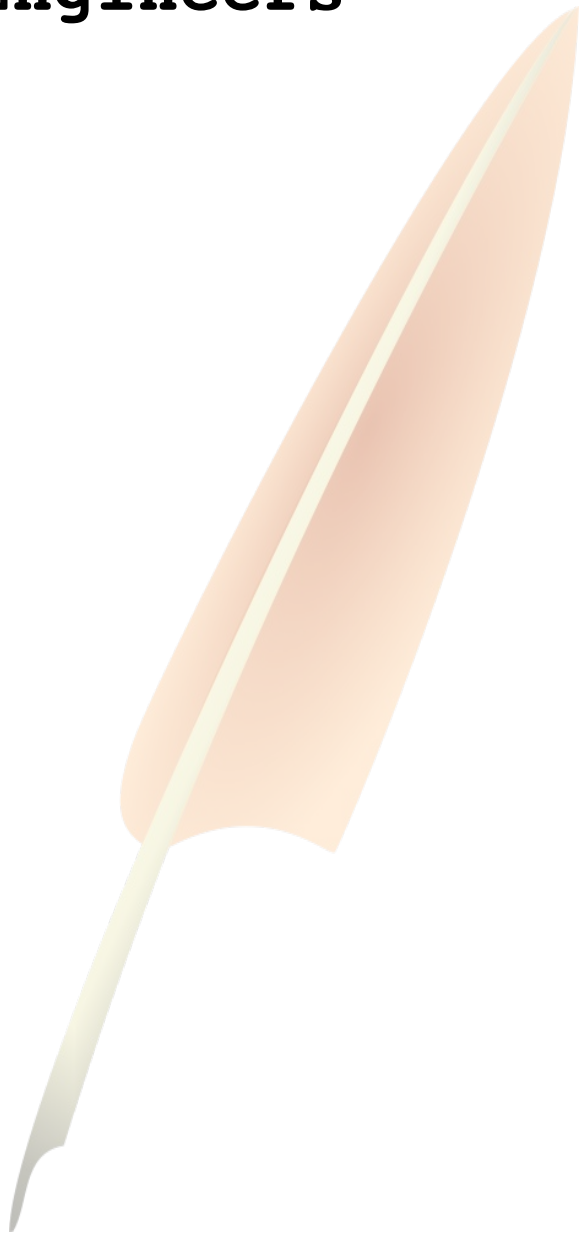

Slides

- One of the ways to improve slides is to reduce the number of words.
- But the title should actually be informative about the contents.

How to improve slides

- ~~One of the ways to improve slides is to reduce the number of words.~~ **Less words.**
- ~~But the title should actually be informative about the contents.~~ **Informative title.**

Exercise: fix this slide

Experimentation

- Usability analysis is an empirical area because there is no complete theory of human skills.
- The best way to ensure correctness of empirical observations is through systematic experimentation.

Exceptions to less-words

- Verbatim text.

> “To see me does not necessarily mean to see my face. To understand my thoughts is to have seen me.”
> Mustafa Kemal Atatürk

- Help non-native speaker audience.

A note on copying

- Attribute all borrowed diagrams on slides!
- Add references on final slide.
- Copyright is a concern.

  (but fair use argument).

  - Consider http://search.creativecommons.org/

Diagram from Jim Brazell and Michael Bettersworth 'Usability Analysis & Evaluation'
http://forecasting.tstc.edu/techbriefs/usability-analysis-evaluation/

Alternative presentation software: web-based

- Haiku deck
  - Train simplicity.

- Prezi
  - Needs a good spatial metaphor.

Alternative presentation software: compiled

- Sphinx/hieroglyph.
  - Restructured text slides.
  - HTML or PDF.

- Latex/beamer.
  - Latex slides.
  - HTML or PDF.

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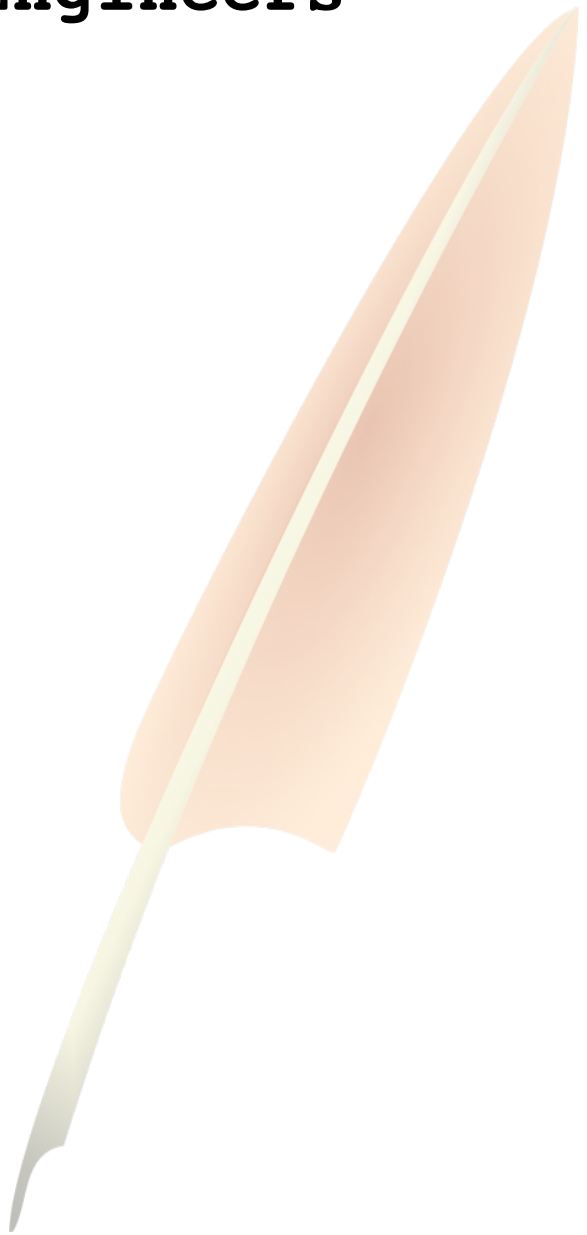

Remember:

Free-style practice is better than memorisation.

Delivery is also about preparation

Work on your style by

making speaking 2nd nature.

- Vocabulary / phrases.
- Targeted language components.
- Subject matter.
- Space awareness.
- Audience awareness.
- Body awareness.
- Voice awareness.

Ice breaker exercise

In turns:

1. Run to front of class.
2. Turn and look at everyone.
3. Say your presentation's opening sentence/phrase.
4. Escape.

Relaxation exercise I

Good for preparation – helps refocus, create learning state.

1. Close/defocus eyes.
2. Concentrate on your breathing.

- Nothing else!

3. If your concentration slips, that's okay, just concentrate again.

Go for approx. 2-3 minutes.

Q&A Exercise

1)Go to the front of the class.

2)Field a question from the audience.

3)Return to your seat.

(if you can't understand/answer, then you can ask for help in Turkish, but answer in English)

Audience awareness exercise.

- While delivering your sentence, pause halfway through and contact someone's eye.

(note: pausing during a speech is OK)

Body awareness exercise. choose one

Deliver a sentence with one of the following poses:

- Arms and hands outstretched.
- Hands in pockets & slouched.

Relaxation exercise II

Combine with other exercises for quick re-orientation.

1. Select a muscle at random (e.g. toe, back of your neck, jaw).
2. Tighten it for approx. 3 seconds.
   - Release!
   - Let your breath flow out.
3. Try to do all muscles in your body... eyes, shoulders... fingers!

Space awareness exercise. choose one

While delivering your sentence, do one of:

- Move from left to right of stage.
- Walk to the back of room.
- Go and sit down in the class.
- Hide behind the lectern.

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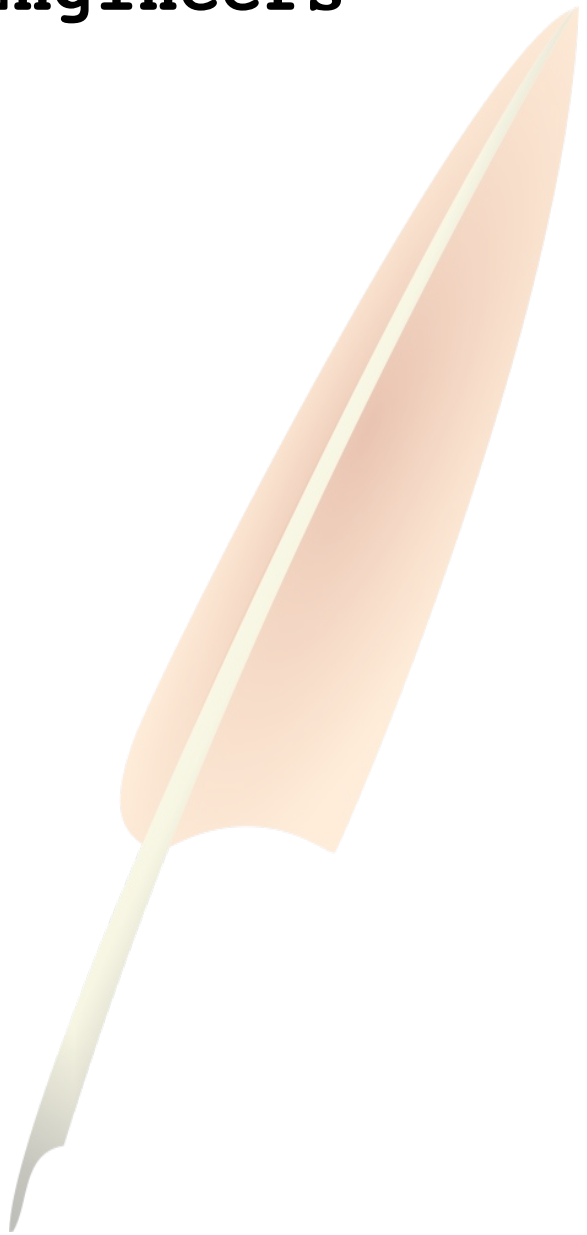

Don't forget the 6 P's:

- Prepare.
- Practice.
- Practice.
- Practice.
- Practice.
- Practice.