第三週：
如何針對文獻內容準備投影片並進行簡報

準備簡報用的投影片

- 讀懂：如果在該領域不是很熟悉，需將參考文獻中的相關論文一起讀懂
  - 題目：想解決什麼問題
  - 結論：目的是什麼
  - 實驗：演算法在何種情況下成立
  - 實驗結果：是否符合預期
  - 與某篇的相似性、相異性
- 針對單篇論文作簡報時，可以先一邊進行閱讀一邊以投影片做筆記，並於第二遍之後整理成報告用的形式

準備投影片用的資源

- 可至slideshare參考相關的投影片
  - http://www.slideshare.net/
- 相關軟體：
  - 編寫數學方程式
    - 可用Office內建的方程式編輯器或MathType
  - 繪製流程圖
    - 簡單的圖可直接在Powerpoint中繪製，較複雜的可用Visio或Illustrator完成
  - 可用書目管理軟體 (例：Endnote) 設定好參考文獻的表示格式

規畫投影片內容的格式

- 依據報告的對象，決定內容的詳細程度
- 報告的內容不等於投影片的內容
  - 不要念稿，台下的聽眾自己也會讀投影片上的內容
- 報告的時間長短
  - 一頁報告一到兩分鐘
  - 守時非常的重要
  - 寧可少放一些投影片在報告主題中，避免造成自己的時間壓力。若擔心內容不夠充分，可在報告主題外另準備幾頁備用投影片
- 一張投影片放一個重點即可，太多重點反而會失焦
- 擬定重點、大綱、內容、結論、賣點
  - 做一個表同時比較多個論文的優缺點或異同點

規畫投影片內容的格式

- 10/20/30法則：
  - 10張投影片
  - 報告20分鐘
  - 字型大小30pt
- 報告前即應規劃好每個段落應該佔多少的比例
- 用大圖找回聽眾的注意
- 參考文獻應標註清楚
  - 讓聽者知道你報告的資料來源有哪些

投影片排版技巧

- 投影片排版可抓住觀眾的心
  - 分群
    - 以群組間的距離表達相關性
  - 對齊
    - 靠左、靠右、置中對齊
  - 重覆
    - 項目符號
  - 對比
    - 字型、大小、粗體

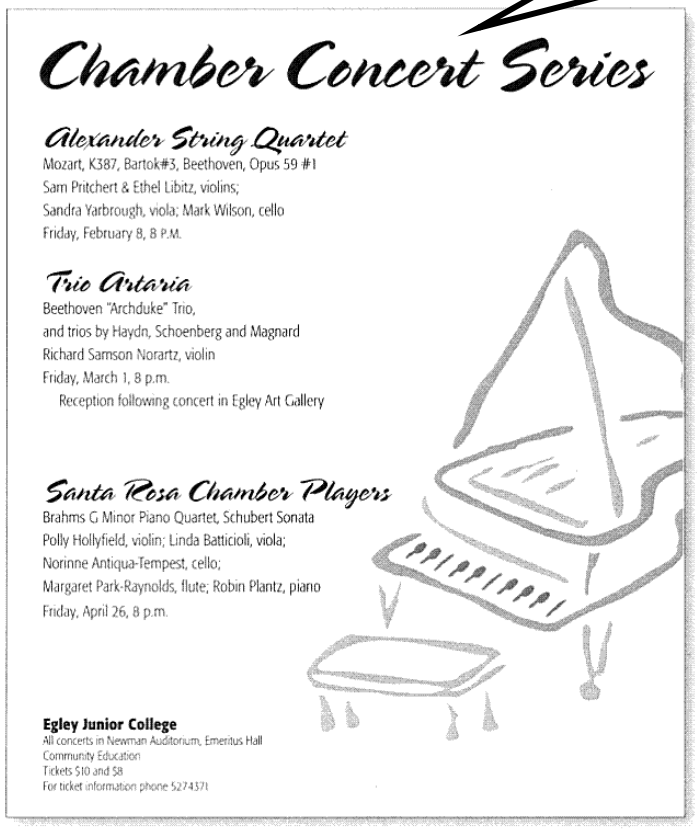
舉例：分群

將文字、圖片
分群擺放

Chamber Concert Series

Egley Junior College

Friday February 8 at 8 p.m. Alexander String Quartet
Mozart, K387, Bartok#3, Beethoven, Opus 59, #1
Sam Pritchert & Ethel Libitz, violins;
Sandra Yarbrough, viola; Mark Wilson, cello
Friday, March 1, 8 p.m. Trio Artaria
Beethoven "Archduke" Trio, and trios by
Haydn, Schoenberg and Magnard
Richard Samson Norartz, violin
Reception following concert in Egley Art Gallery
Friday, April 26 at 8 p.m. Egley Chamber Players
Brahms G Minor Piano Quartet,
Schubert Sonata
Polly Hollyfield, violin; Linda Batticioli, viola;
Norinne Antiqua-Tempest, cello;
Margaret Park-Raynolds, flute; Robin Plantz, piano
All concerts in Newman Auditorium,
Emeritus Hall, Community Education
Tickets $10 and $8
For ticket information phone 555-1212



Chamber Concert Series

Alexander String Quartet
Mozart, K387, Bartok#3, Beethoven, Opus 59 #1
Sam Pritchert & Ethel Libitz, violins;
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Friday, February 8, 8 P.M.

Trio Artaria
Beethoven "Archduke" Trio,
and trios by Haydn, Schoenberg and Magnard
Richard Samson Norartz, violin
Friday, March 1, 8 p.m.
Reception following concert in Egley Art Gallery

Santa Rosa Chamber Players
Brahms G Minor Piano Quartet, Schubert Sonata
Polly Hollyfield, violin; Linda Batticioli, viola;
Norinne Antiqua-Tempest, cello;
Margaret Park-Raynolds, flute; Robin Plantz, piano
Friday, April 26, 8 p.m.

Egley Junior College
All concerts in Newman Auditorium, Emeritus Hall
Community Education
Tickets $10 and $8
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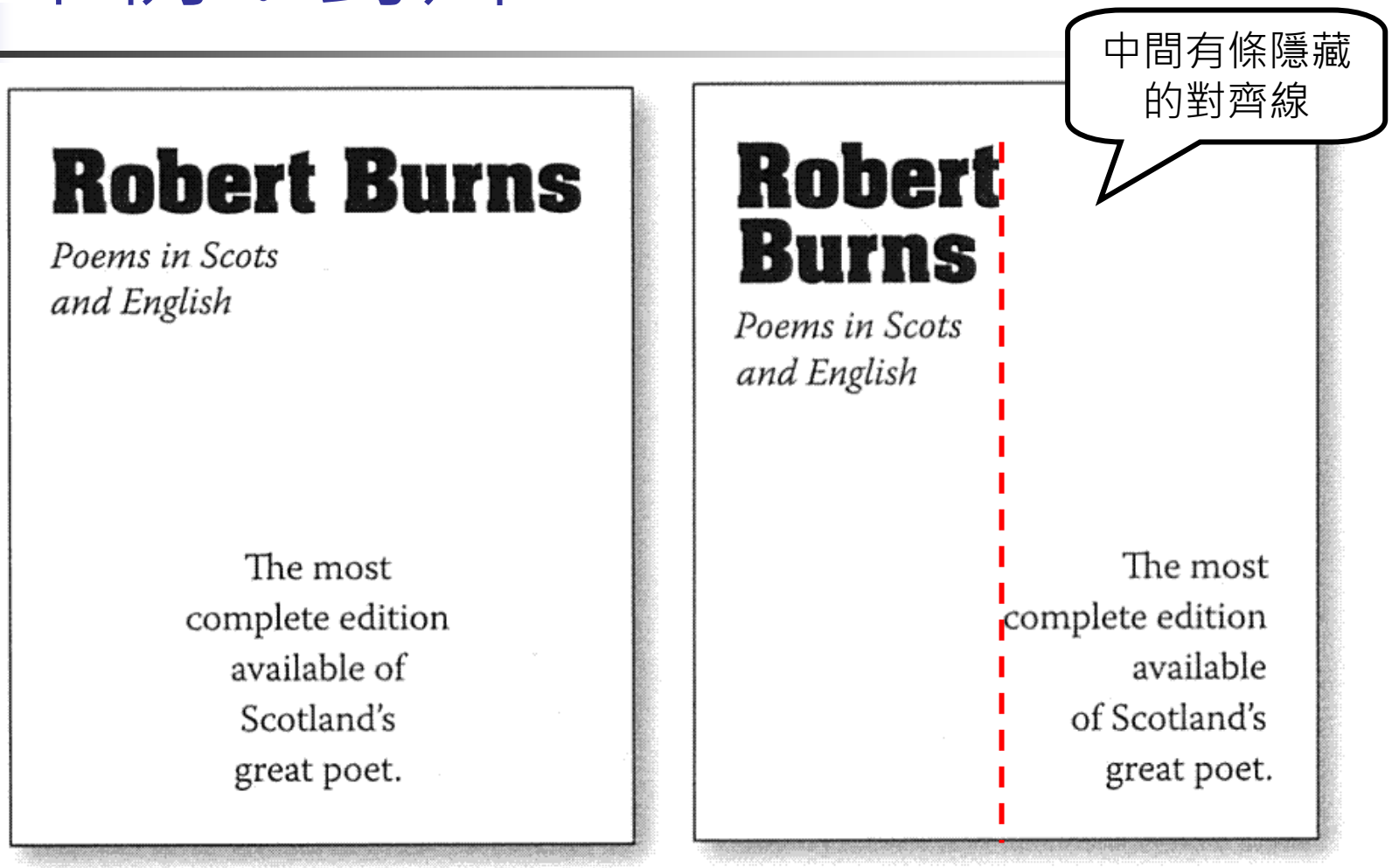
舉例：對齊


中間有條隱藏的對齊線
Robert Burns
Poems in Scots and English
The most complete edition available of Scotland's great poet.
Robert Burns
Poems in Scots and English
The most complete edition available of Scotland's great poet.

舉例：對比

標題與內容以黑白對比突出重點

ANOTHER NEWSLETTER!

January First 2005

Exciting Headline

Wants pawn term dare worsted ladle gull hoe hat search putty yowler coils debt pimple colder Guilty Looks. Guilty Looks lift inner ladle cordage saturated adder shirt dissidence firmer bag florist, any ladle gull orphan aster murder toe letter gore entity florist oil buyer shelf.

Thrilling Subhead

"Guilty Looks!" crater murder angularly. "Hominy terms area garner asthma suture stooped quiz-chin? Goiter door florist? Sordidly NUT!"

"Wire nut, murder?" wined Guilty Looks, hoe dint peony tension tore murder's scaldings.

"Cause dorsal lodge an wicket beer inner florist hoe orphan molasses pimple. Ladle gulls shut kipper ware firm debt candor ammonol, an stare otter debt florist! Debt florist's mush toe dentures furry ladle gull!"

Another Exciting Headline

Wail, pimple oil-wares wander doe wart udder pimple dum wampum toe doe. Debt's jest hormone nurture.

Wan moaning, Guilty Looks dissipater murder, an win entity florist. Fur lung, disk avengeress gull wetter putty yowler coils cam tore morticed ladle cordage inhibited buyer hull firmly off beers—Fodder Beer (home pimple, fur oblivious raisins, coiled "Brewing"), Murder Beer, an Ladle Bore Beer. Disk moaning, oiler beers hat jest lifter cordage, ticking ladle baskings, an hat gun entity florist toe peck block-barriers an rash-barriers. Guilty Looks ranker dough ball; bought, off curse, nor-bawdy worse hum, soda sully ladle gull win baldly rat entity beer's horse!

Boring Subhead

Honor tipple inner darning rum, stud tree boils fuller sop—wan grade bag boiler sop, wan muddle-sash boil, an wan tawny ladle boil. Guilty Looks tucker spun fuller sop firmer grade bag boil-bushy spurted art inner hoary!

"Arch!" crater gull, "Debt sop's toe hart—barns mar mouse!"

Dingy traitor sop inner muddle-sash boil, witch worse toe coiled. Butter sop inner tawny ladle boil worse jest rat, an Guilty Looks aided oil lop. Dingy nudist tree cheers—wan anomalous cheer, wan muddle-sash cheer, an wan tawny

Another Newsletter!

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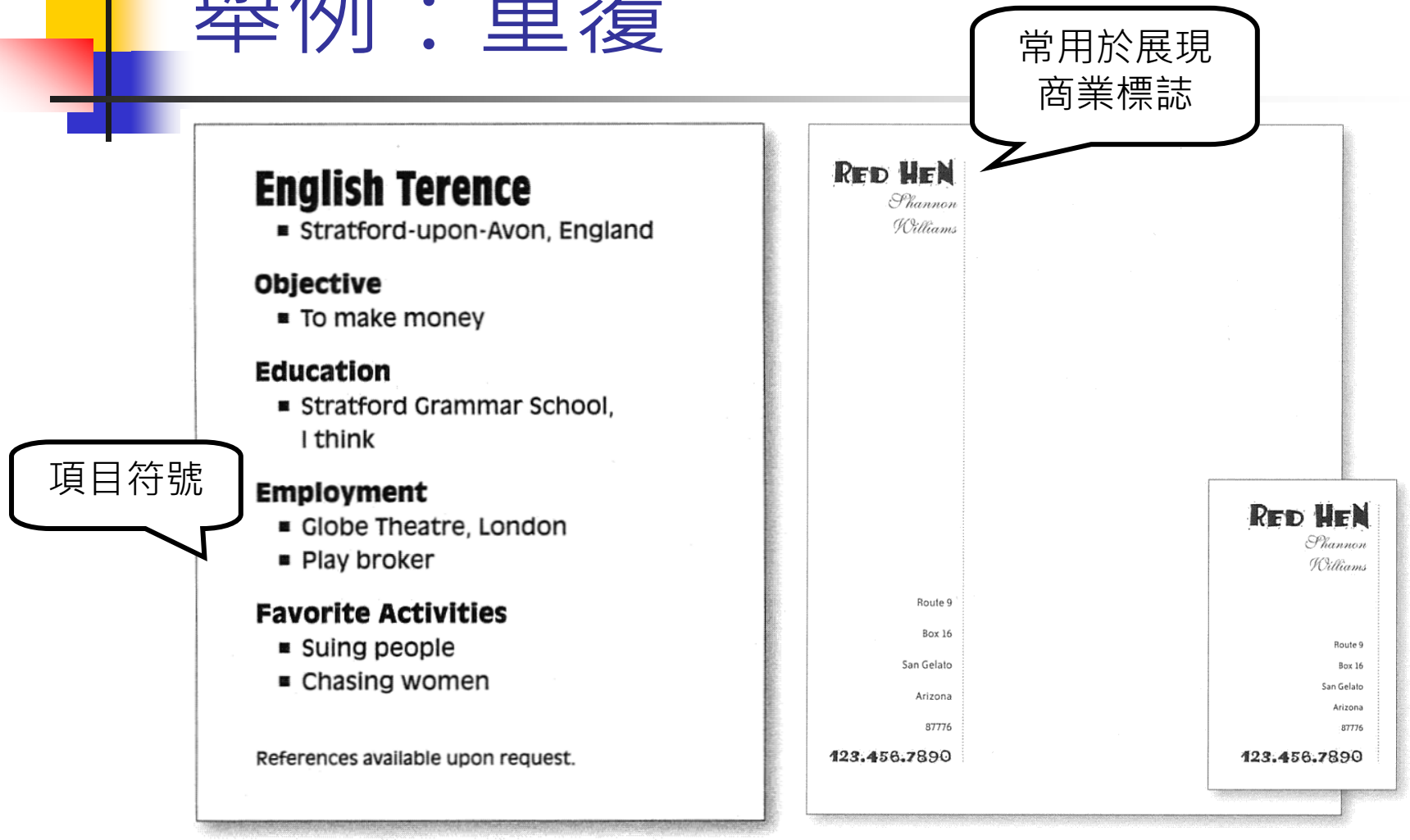
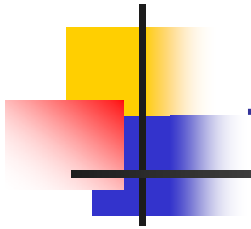
舉例：重覆

常用於展現
商業標誌

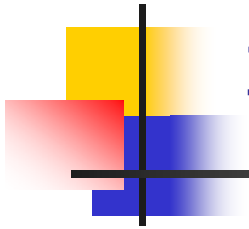
項目符號





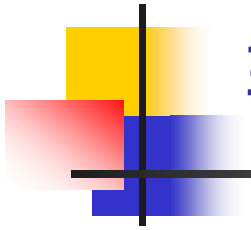
上台簡報前的準備

- 確定簡報中的角色
- 確定簡報的目的
- 設想出可能被問的問題
  - 避免被問下類問題 (代表自己講得不清楚)
    - 此論文的貢獻?
    - 關鍵字代表的意義?



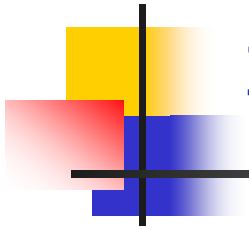
報告的方法

- 做足準備，事前多演練幾次
- 把握注意力最集中的18分鐘
- 先報主要結果：
  - 讓聽者容易理解本篇的目標
  - 接下來再照論文格式演講
- 要幫助聽者瞭解你報告的內容



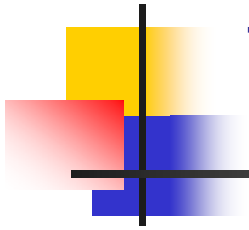
報告的方法

- 盡量簡短篇幅但重點要清楚
- 設定簡單的關鍵句讓對方容易記憶
- 將內容簡單化、簡短化 (KISS原則)
  - Keep in short and simple
  - Keep in simple and stupid
  - Keep in simple and straightforward
  - Keep in small and simple



報告的方法

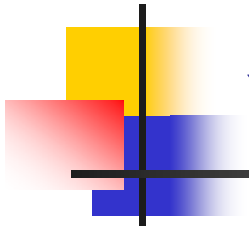
- 開始與結束是最重要的，注意前後呼應
- 圖案可以讓文字更容易理解和記憶
- 將比較不重要的部份刪掉
- 舉例要慎重，以免造成聽眾的誤會
- 一次展示多張影像時要標註共同點



議題討論

- 碩士論文口試
  - 無論口試委員給予30或35分鐘，固定準備25分鐘的簡報，有多餘時間的話可以講慢一點

- TED (http://www.ted.com/)
  - 包含各領域名人的演講
  - 可學習名人的報告方式



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- G. Kawasaki, “The 10/20/30 Rule of PowerPoint,” http://blog.guykawasaki.com/2005/12/the_102030_rule.html, December 2005
- R. Williams, “The Non-designer’s Design Book,” 2nd. Edition, Peachpit Press, September 2003