# Technical Speaking

Presentations

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# Outline

1. **Overview**
2. Tips on making presentations
3. Tips on presenting

# Overview

- Present is to tell a **story** about the subject you want to talk, the work you did, etc.
  - Examples: Presenting a report, a scientific paper, talk about a subject you want to share, etc.

# **What is hard on presenting?**

From the easiest to the hardest

1. Speak about the content clearly and smoothly to the audience
2. Get the audience's attention
3. Transfer the knowledge to the audience

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## **Presentation Slides**

- Slides must **support** your speech

- Good slides are often **"light"** and **"graphical"**

# How slides can be "light"?
# 1 – Text density

- The denser the slide is, the worse it gets
  - No one will read -> you will lose the audience
- Dense text can be bad for your speech
  - Too much content without stopping
  - No one will keep track
- **How to make slides less dense?**
  - **Split the text in more slides**
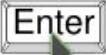  - **Highlight small text fragments (important parts)**

**How slides can be "light"?**
**Highlight: example with the software "impressive"**

# How slides can be "light"?
# 2 - Structure

- The slides must allow the audience (and you) to "breathe" during presentation
  - Think about what commas and periods change the text when you read
  - Slide transition animations don't help here
- **How to better structure?**
  - **Outline separating content**
  - **Slides with little text, with important parts well lightlighted**
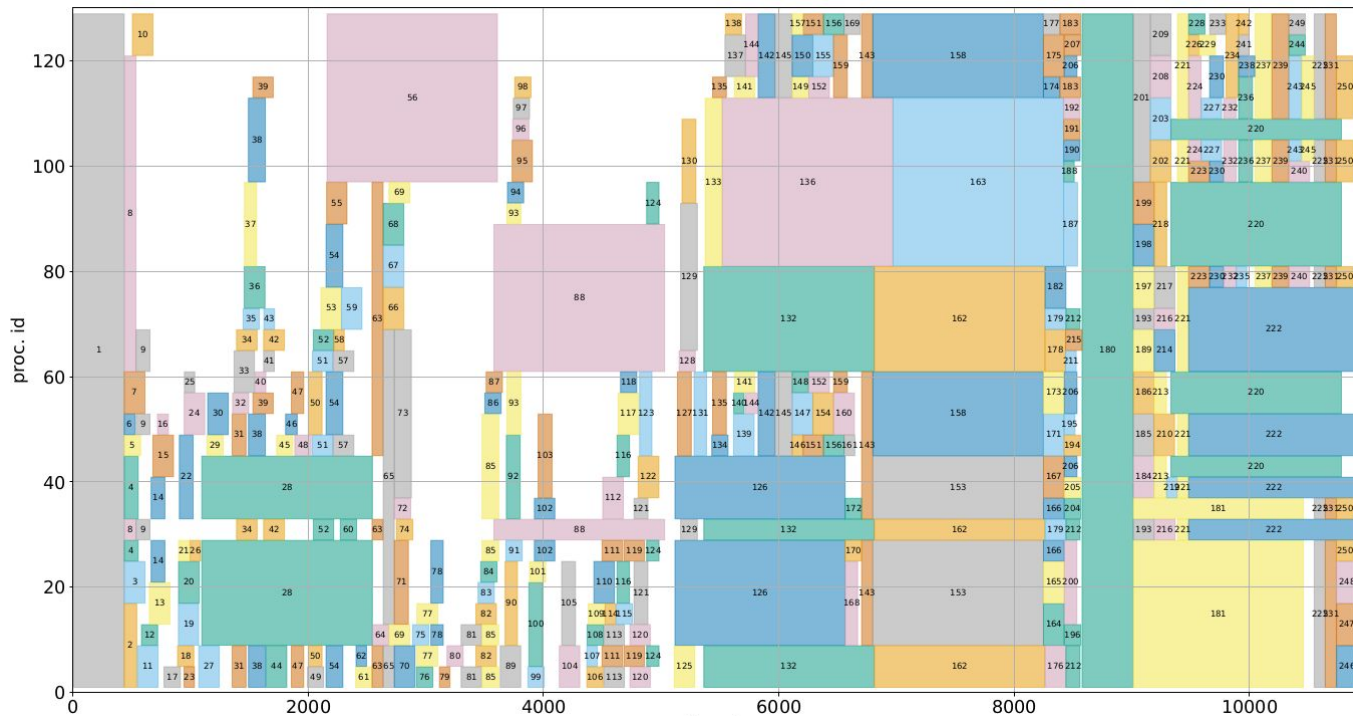  - **Well chained story**

# **How slides can be "graphical"?**

- Well… easy: add images/figures
- <span style="color:red">**But:**</span>
  - You need to add a little text to summarize the **message** you want to pass with the figures
- Images/figures can be placed just to decorate the slide
  - It's ok, but don't exaggerate
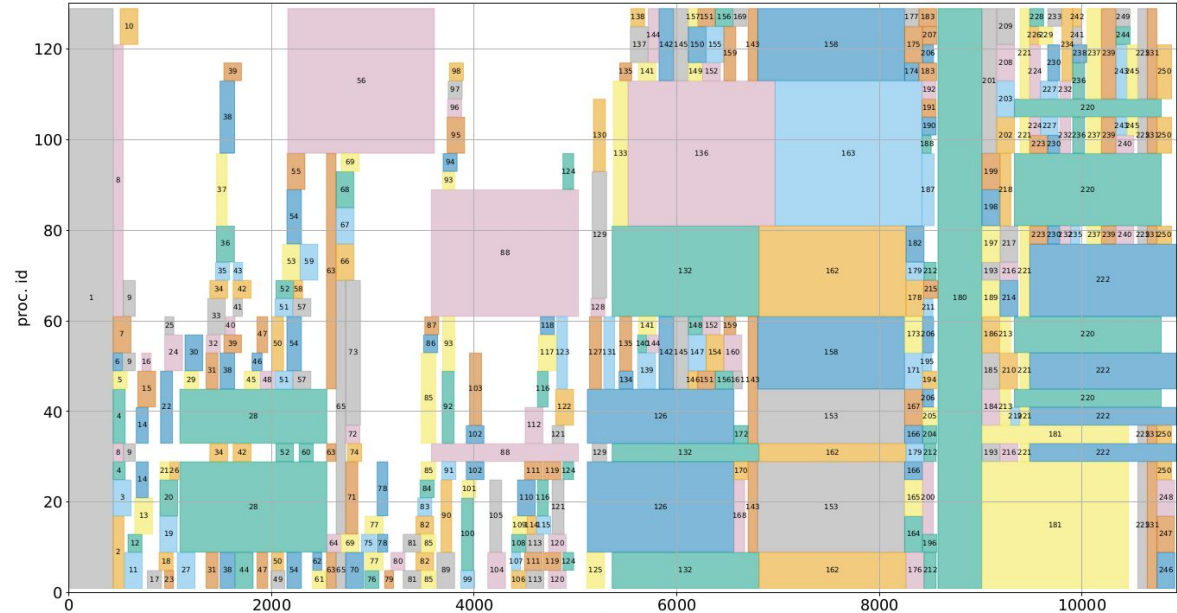
# How slides can be "graphical"?
# Example

# How slides can be "graphical"? Example

- Rectangles are better packed on the right
- Too many empty spaces on the left
- There are more large rectangles on the right

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# Presenting

- Good presentations **finish on the allocated time**
  - Often you get **"cut out"** when you **pass** the presentation time
  - It feels **weird** when you finish **too early** (rushed? too dense?)
- Good presentations go **"smoothly"**
  - Highlighting the **essential** parts for the audience
  - With **"breathing windows"** for the audience (and you)
- It's OK if certain parts of the presentation don't go well
  - I.e., when you get stuck, or forget about something
  - What matters is **how you get out** of these situations

# Good presentations finish on the allocated time

- You need to **control how much content** you show in the presentation
- The lesser time you have, the harder it is
  - But 90% of situations we have little time
- **Speaking faster does not help**

# Good presentations finish on the allocated time

- **How to control how much content to add?**
    - **Practice** and **rehearse** the presentation
    - Use a **stopwatch** to measure total **presentation time** and **timestamps per slide**
    - **Adjust content/speech according to the measured time**
    - <span style="color:red">**Without compromising the presentation's story**</span>

# Good presentations go "smoothly"

**How to present smoothly?**

- Study about the content
  - The more you know about the content, the easier is to talk about it
- Make **pauses** in the speech
  - Use "commas" and "periods" in the speech as well
- Practice **changing your vocal timbre** to put emphasis in parts of the speech
  - This is advanced!

# Good presentations go "smoothly"

**How to present smoothly?**

- <span style="color:red">**Rehearse!**</span>
- From the basic to the advanced
    - Small fragments first
        - i.e., from slides 1 to 3, then from 3 to 5, etc.
    - Starting at slide 1
    - Repeat few times the slides you are having issues presenting
    - From beginning to end
    - Starting at random slides
    - Without slides

# It's OK if certain parts of the presentation don't go well
## What matters is how you get out of these situations

How to avoid bad situations?

- **Rehearse**
- Practice **reducing tension** during presentation
  - Breathing techniques may help
  - Diaphragmatic breathing (https://en.wikipedia.org/wiki/Diaphragmatic_breathing)
  - A.K.A., "belly breathing"
- Use **"canned phrases"** to **give you time** to **escape** from bad situations
  - "Sorry, allow me to rephrase"
  - "Sorry, let me think for a second … ah, yes!"
  - "Sorry, there is a lot of content to present at this point, allow me to restart"
  - It can give you time to "put you on track" and it can even reduce tension