HOW TO GIVE A GOOD PRESENTATION

By DILLA Edwins Reg No. 14/U/6131/PS.

DEPARTMENT OF COMPUTER SCIENCE

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1 WHY BOTHER GIVING A GOOD TALK.

I. First impressions matter!

II. Theres no point doing good work if others dont know about it or cant understand what you did.

III. Good practice for a teaching career! Good practice for any career! Helps you sort out what youve done, and understand it better yourself.

2 TYPES OF PRESENTATIONS

I. Quick 1-minute what I do talk

II. 25 minute conference paper presentation

III. Project presentation

IV. Thesis defense

V. Job talk

2.1 What they have in common.

I. Never enough time to talk about everything

II. All of them reflect on you and need practice/polish

III. Focus on a clear goal and message.

3 TOP10 POINTERS FOR A GOOD TALK

I. Be neat

II. Avoid trying to cram too much into one slide. Dont be a slave to your slides.

III. Be brief use keywords rather than long sentences

IV. Avoid covering up slides

V. Use a large font

VI. Use color to emphasize

VII. Use illustrations to get across key concepts May include limited animation

VIII. Make eye contact

IX. Be ready to skip slides if time is short

X. Practice!!

4 A TYPICAL PROJECT TALK OUTLINE

I. Title/author/affiliation(1 slide)

II. Forecast(1 slide)Give gist of problem attacked and insight found

III. Outline(1 slide)

IV. Background Motivation and Problem Statement(1-2 slides)

V. Related Work(0-1 slides)

VI. Methods(1-3 slides)Explain your approach; illustrate algorithm

VII. Results (2-6 slides) Present key results and key insights. This is main body of the talk, but dont try to show ALL results.

VIII. Summary(1 slide)

IX. Future Work (0-1 slides) Backup Slides (0-3 slides) Optionally have a few slides ready to answer expected questions.

5 OTHER THINGS TO CONSIDER

I. Oral communication is different from written communication

- Keep it simple and focus on a few key points

- Repeat key insights

II. Be sensitive to your audience

- The same talk may need to be adjusted for a different audience

III. Make the audience want to learn more

IV. Handling question and answer is as important as the formal talk itself

6 HOW TO IMPROVE

I. Practice by yourself

II. Practice in front of friends

III. Practice in front of a webcam

- Watch footage later alone as painful as that may be!

IV. Take note of effective speakers and adopt their successful habits

7 THE BIGGER PICTURE COMMUNICATION AND YOUR CAREER

I. Expressing yourself technically helps you make and use professional connections wisely

II. You are joining a long-term community

III. Communicate your ideas to forge mentoring and technical relationships in the service of professional goals