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**HOW TO GIVE A GOOD PRESENTATION**

**1.0 WHY BOTHER GIVING A GOOD TALK?**

1. First impressions matter!
2. There’s no point doing good work if others don’t know about it or can’t understand what you did.
3. Good practice for a teaching career! Good practice for any career!

Helps you sort out what you’ve done, and understand it better yourself.

**2.0 TYPES OF PRESENTATIONS**

1. Quick 1-minute “what I do” talk
2. 25 minute conference paper presentation
3. Project presentation
4. Thesis defense
5. Job talk

**3.0 What they have in common.**

1. Never enough time to talk about everything
2. All of them reflect on you & need practice/polish
3. Focus on a clear goal and message.

**4.0 TOP10 POINTERS FOR A GOOD TALK**

1. Be neat
2. Avoid trying to cram too much into one slide. Don’t be a slave to your slides.
3. Be brief use keywords rather than long sentences
4. Avoid covering up slides
5. Use a large font
6. Use color to emphasize
7. Use illustrations to get across key concepts May include *limited* animation
8. Make eye contact
9. Be ready to skip slides if time is short
10. Practice!!

**5.0 A “TYPICAL” PROJECT TALK OUTLINE**

1. **Title/author/affiliation**(1 slide)
2. **Forecast**(1 slide)Give gist of problem attacked and insight found
3. **Outline**(1 slide)
4. **Background Motivation and Problem Statement**(1-2 slides)
5. **Related Work**(0-1 slides)
6. **Methods**(1-3 slides)Explain your approach; illustrate algorithm
7. **Results** (2-6 slides) Present key results and key insights. This is main body of the talk, but don’t try to show ALL results.
8. **Summary**(1 slide)
9. **Future Work** (0-1 slides) **Backup Slides** (0-3 slides) Optionally have a few slides ready to answer expected questions.

**6.0 OTHER THINGS TO CONSIDER**

1. Oral communication is different from written communication

* Keep it simple and focus on a few key points
* Repeat key insights

1. Be sensitive to your audience

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

1. Make the audience want to learn more
2. Handling Q&A is as important as the formal talk itself

7.0 HOW TO IMPROVE

1. Practice by yourself
2. Practice in front of friends
3. Practice in front of a webcam

* Watch footage later… alone… as painful as that may be!

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

**8.0 THE BIGGER PICTURE COMMUNICATION AND YOUR CAREER**

1. Expressing yourself technically helps you make and use professional connections wisely
2. You are joining a long-term community…
3. Communicate your ideas to forge mentoring and technical relationships in the service of professional goals