

“How to Create Great Presentations”

Name Lastname

Affiliation



Outline

- Guidelines for preparing the presentation
- Guidelines for delivering the presentation



Guidelines for Preparing the Presentation



1. Limit the Number of Slides

- Rule of thumb:
 - Maximum of one slide for each minute.
 - Plus 5 additional slides (Cover Slide, etc.).



2. Learn How Much Time You Have



3. Put Minimal Text

- Eliminate as many words as possible,
- While still keeping the same message content.

4. Capitalize the Titles

A B C D E F

G H I J K L M

N O P Q R S T

U V W X Y Z

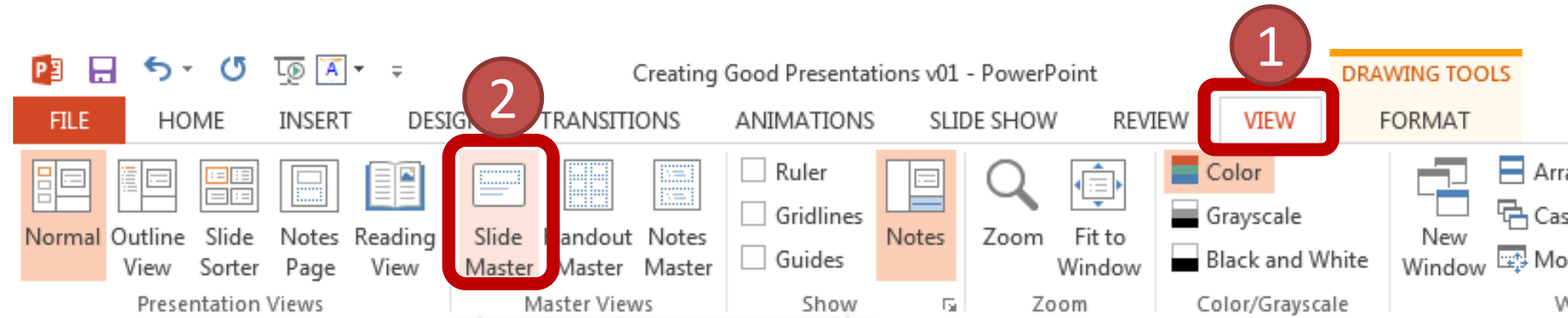
5. Never Use ALL CAPS

- “INVENTORY OR STOCK REFERS TO THE GOODS AND MATERIALS THAT A BUSINESS HOLDS FOR THE ULTIMATE PURPOSE OF RESALE (OR REPAIR). INVENTORY MANAGEMENT IS A SCIENCE PRIMARILY ABOUT SPECIFYING THE SHAPE AND PERCENTAGE OF STOCKED GOODS.”
- “**Inventory** or **stock** refers to the goods and materials that a business holds for the ultimate purpose of resale (or repair). **Inventory management** is a science primarily about specifying the shape and percentage of stocked goods.”



6. Keep the Text Font Large

- You can do this efficiently by modifying the “Slide Master”.



7. Select White as the Background Color

- Scientifically proven to retain attention.
- Better in hardcopy printouts.

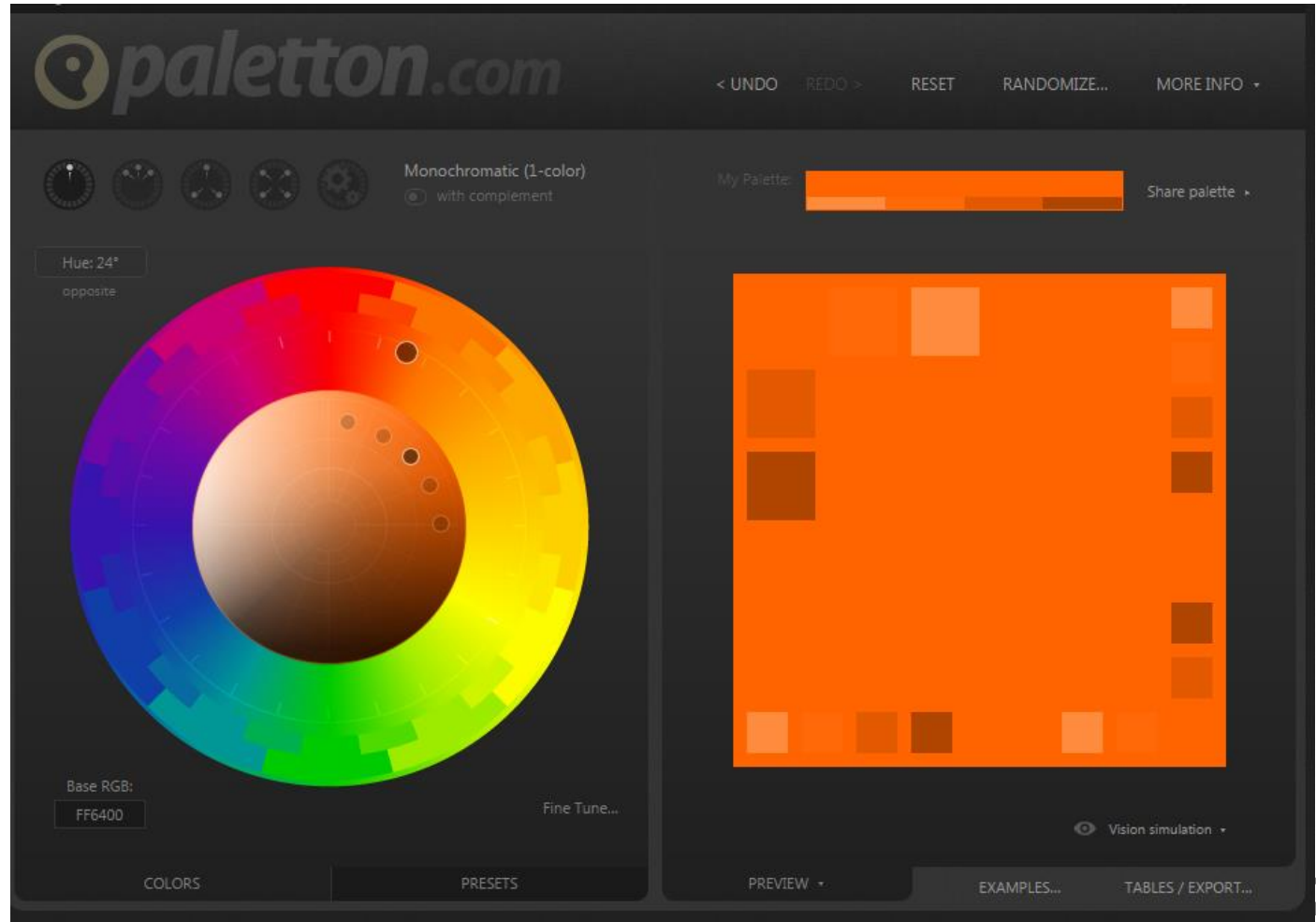
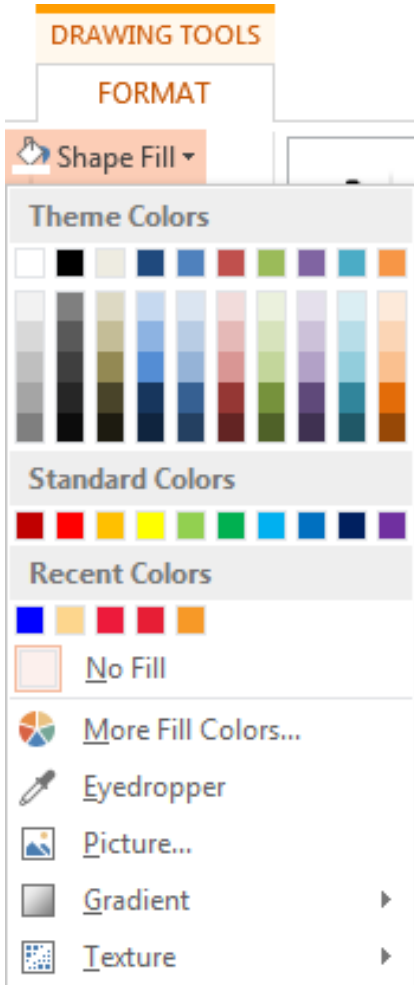


8. Highlight Terms and Concepts

- Example:
 - “**Supply Chain Management (SCM)** is the management of the flow of goods and services. It includes the movement and storage of **raw materials, work-in-process inventory, and finished goods** from point of origin to point of consumption.”

(Source: http://en.wikipedia.org/wiki/Supply_chain_management)

9. Use Consistent Color Schemes



10. Use Dark Pastel Colors

- Avoid extremely **bright** or **flashy** colors.



11. First Slide: Cover Slide

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12. Second Slide: Outline Slide

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13. Acknowledgement Slide

Acknowledgement

- All my Professors, Students, Colleagues



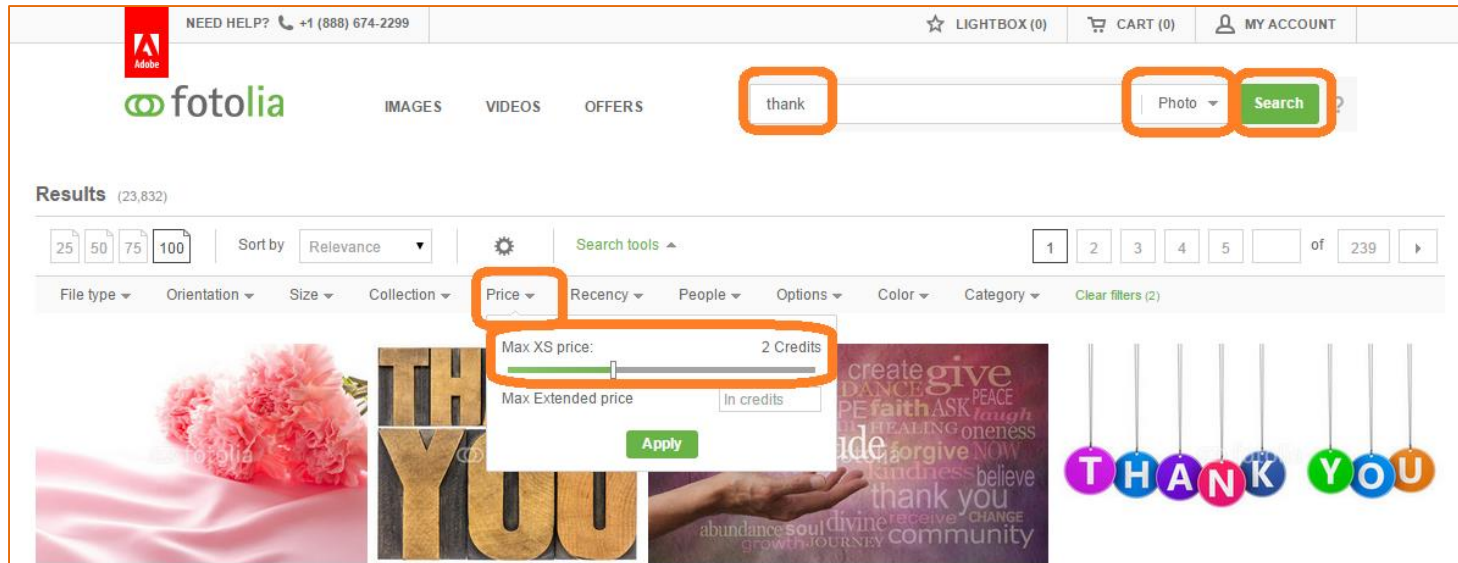
14. Questions & Answers Slide

Questions & Answers



15. Use Photos

- Use photos only.
- No caricatures or amateur drawings.
- Use photo banks (ex: unsplash.com & pexels.com)



16. Cite the Image Source

- Avoid “using” images from the Internet.
- Cite the image source.
- Receive permission before sharing the file.



0022_Workers_suffer_cracked_pelvises
0023_Wind_injury_in_Australia.txt
0024_Spirit_Lake.txt
0025_Crane_accident_in_Sibley_Iowa.t
0026_Brake_caused_accident_in_Zealar
0027_Blade_Accident_was_unusual_in_
0028_Two_turbines_fall_down_in_Fran
0029_Two_turbines_fall_down_in_Fran
0030_Carter_crash_in_Scotland.txt
0031_Human_error_behind_Nordex_tu
0032_Turbine_toppled_in_Canada.txt
0033_Danish_contractor_dies_in_fall_fr
0034_Holec_turbine_lost_its_blades.txt
0035_Wind_farm_worker_killed_inside
0036_Mammoth_declared_extinct.txt
0037_Three_wind_turbine_workers_kill
0038_Wind_opponents_make_much_c
0039_Nacelle_on_prototype_wind_turt
0040_Siemens_accident_in_Scotland.t

Source: <https://ertekprojects.com/gurdal-ertek-publications/text-mining-analysis-wind-turbine-accidents-ontology-based-framework/>

17. Shorten the Links



https://bitly.com/shorten/

bitly PRODUCT TOUR RESOURCES PARTNERS SIGN IN SIGN UP

Bitly Link Shortener

<http://bit.ly/1PfJHG0> X COPY

DONE! YOU'VE CREATED YOUR BITLINK

 <http://bit.ly/1PfJHG0> COPY ertekprojects.com/online-training/blog/2014/07/20/module-12-creating-good-presentations-tutori... 0 

18. Avoid Plagiarism

- All text should be your own original sentences.
- If you are using somebody else's sentence, then it should be through appropriate referencing
 - If you take a sentence from a source as it is, place in your presentation "in quotes".
 - The maximum amount of text "within quotes" should be 10% of your presentation.
 - You should cite all sources.

19. Check the Quality of Black & White Printouts

This Slide May Look Great on the Screen

- But it will look terrible on black & white printouts



20. Put Slide Numbers

- With a large font,
- At the lower right corner.

21. Prepare Exercise Handouts (Where Applicable)

SCM 540 – Operations and Supply Chain Management

Winter 2016

Lecture 02H – Handout for Ch 1.docx

For questions 1-4 use one or more of the below answers:

Product design, Purchasing, Manufacturing (Production), Service operations, Logistics,
Distribution, Transportation, Warehousing

1. “_____ is the process of planning, implementing, and controlling the efficient, effective flow and storage of goods, services, and related information from point of origin to point of consumption, for the purpose of conforming to customer requirements.”

(Reference: Council of Logistics Management, <http://www.clm1.org/mission.html>, 12 Feb 98)

2. “_____ is the making of goods or wares by manual labor or by machinery, especially on a large scale”

22. Name Your Files Systematically

- Lecture 02 – Ch 1 – Introduction.pptx
- Lecture 02H – Handout for Ch 1.docx

 Lecture 02 - Ch 1 - Introduction.pptx	1/9/2017 5:19 PM	Microsoft PowerPoint...
 Lecture 02H - Handout for Ch 1.docx	1/11/2017 5:14 PM	Microsoft Word Doc...

23. Rehearse, Rehearse, Rehearse



24. Bring All the Files and Applications

- Some computers do not allow software installations.
- See if there exist executable versions of the software.
 - **portableapps.com**



25. Bring Hardcopies for the Audience

- Color printouts are more effective.



26. Bring Your Laser Pointer

- And a spare battery.



Guidelines for Delivering the Presentation



27. Every Group Member Should Be Present

- And on time (at least 5 minutes prior to the presentation being time).



28. Introduce the Group Members



29. Everybody Should Present



30. Direct the Focus to the Current Presenter

- Other group members should
 - Turn their body to the presenter,
 - Listen to the presenter.
- Other group members should not
 - Look around,
 - Move their body,
 - Swing arms or legs.

31. Do Not Tie Your Arms in the Front



32. Do Not Read the Slides As Is

- Rephrase them.
- Use your creativity.

33. Pause Before and After Slide Transitions



34. Engage with the Audience

- Face the audience
 - Establish eye contact
 - Smile
 - Make them smile & laugh
-
- Make simple
 - Relate to their professions & interests



35. Mind What You Say

- Replace “gonna” with “going to”
- Replace “I’m” with “I am”
- Avoid the filler sounds: “mmm”, “aaa”



36. Never Exceed the Time Limit

- Let one of you be the “Time Keeper”.
- Use body language to communicate remaining time to other group members.



37. Let the Expert Speak

- Select a team leader
 - Also the default person to answer questions.
- The leader should know who is most knowledgeable on which part of the presentation.
 - Give the expert the stage when a related question arrives.

38. Use Positive Words

- Replace “No” with “Thank you”.
- Replace “But” with “And”.



39. Repeat the Questions Before Answering Them



40. Prevent Possible Arguments

- Invite the person to a
*“one-to-one discussion after the presentation,
to be able to understand and answer better”.*

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Questions & Answers

