

How to Give a Strong Team Presentation Online



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COMP 504, Fall 2020

Poll Question

How many presentations have you given via Zoom?

Please enter your answer in the chat area.

“You can’t be a good engineer if you can’t communicate what you do and what it means. Your engineering is only as good as your communication of it.”

Overview

1. Know your audience and purpose
2. Plan and organize your content
3. Create strong visuals
4. Tips for presenting online
5. Manage Q&A
6. Tips for presenting as a team

Know your audience and your purpose

- Audience
 - What are his expectations?
 - What level of quality does he expect?
- Purpose – Show Professor Joyner that you
 - Understand course concepts
 - Can effectively apply what you've learned
 - Can clearly explain your work
 - Can provide substance and support for your approach and decisions



Professor Joyner

Sample Key Message

The class assignment was to design a Pac-Man style game.

We designed a Pac-Man style game that is easy to learn and challenging to play. The colorful and detailed graphics are engaging and the style of play is designed to keep players interested as they progress through levels that increase in difficulty.

Organize your content and manage your timing - Sample

Slide #	Topic	Key Content of the Slide	Who Will Speak?	Time Spent on the Slide
1	Title	Project title, team names, date		30 seconds
2	Motivation	Describe the problem or opportunity your team was given		45 seconds
3	Problem Statement	Tell what your team set out to do about the problem		45 seconds
4	Solution	Describe the overall solution and explain how it addresses the problem		1 minute
5	Demo	Introduce demo, explain the features and functions, tell how it works. Show demo.		4 minutes
6	Challenges	Describe the challenges you considered as you developed your solution		1 minute
7	Future work & next steps	If you could continue working on your solution, what would you need to do to finish a working product?		30 seconds
8	Summary	Review the key points of your project; keep this slide up for Q&A		30 seconds
		TOTAL		9 minutes

Create strong visuals

- Use informative headings
- Format bullet lists clearly
- How to use tables and figures
- Use a clean layout
- How to show a demo

Use informative headings

Generic Headings

- Problem
- Solution
- Environmental impacts
- Financial considerations

Informative Headings

- Plano ISD's need to lower energy costs
- Advantages of solar energy
- Solar vs. carbon-based sources
- Cost savings within two years

Make bullets concise and parallel

Slide A

Telemedicine

- Telemedicine utilizes communication technology in order to move medical information rather than patients.
- it is being used as a tool to bridge inequalities in access to medical care between rural and urban areas in the U.S.
- It is the most commonly used in the visually-oriented fields such as radiology and dermatology.

2

Slide B

Telemedicine improves medical treatment

- Distributes medical expertise
- Transmits visual medical data
 - Radiology
 - Dermatology
- Targets populations with limited access
- Bridges inequalities



3

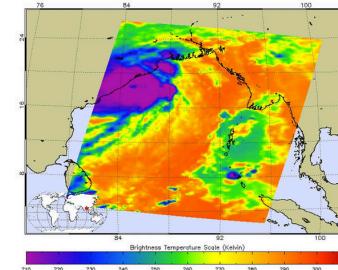
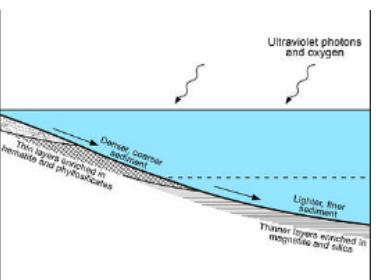
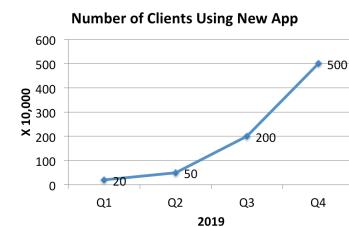
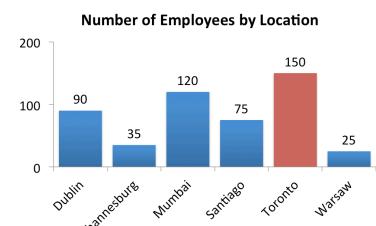
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Tables

Location	1Q	2Q	3Q	4Q	Total
Africa	4.35	6.00	6.12	7.56	24.03
Europe	19.46	21.5	21.4	23.78	86.14
North America	3.15	5.47	6.44	7.00	22.06
Asia Pacific	6.44	6.89	10.69	12.21	36.23
South America	8.89	9.24	9.97	13.22	41.32
Total	42.29	49.10	54.62	63.77	209.78

	Earth	Moon	Mars
Mass (10^{24} kg)	5.97	0.073	0.642
Diameter (km)	12,756	3475	6792
Gravity (m/s ²)	9.8	1.6	3.7
Orbital Period (Days)	365.2	27.3	687.0
Mean Temperature (C)	15	-20	-65

Figures



Include table number and caption *above* a table

Table 1. Average feature values of each cluster

	Bayou Distance	Cell Counts	Floodplain	Percentage
Cluster A	42.6 m	2.35	0.400	15.0%
Cluster B	768 m	2.78	0.109	54.5%
Cluster C	140 m	1.58	0.368	30.4%
Average	468 m	1.82	0.232	

- Tell the audience what you want them to understand
- Use the laser pointer, highlighter, or pen to help the audience see important information

Include figure number and caption *below* a figure

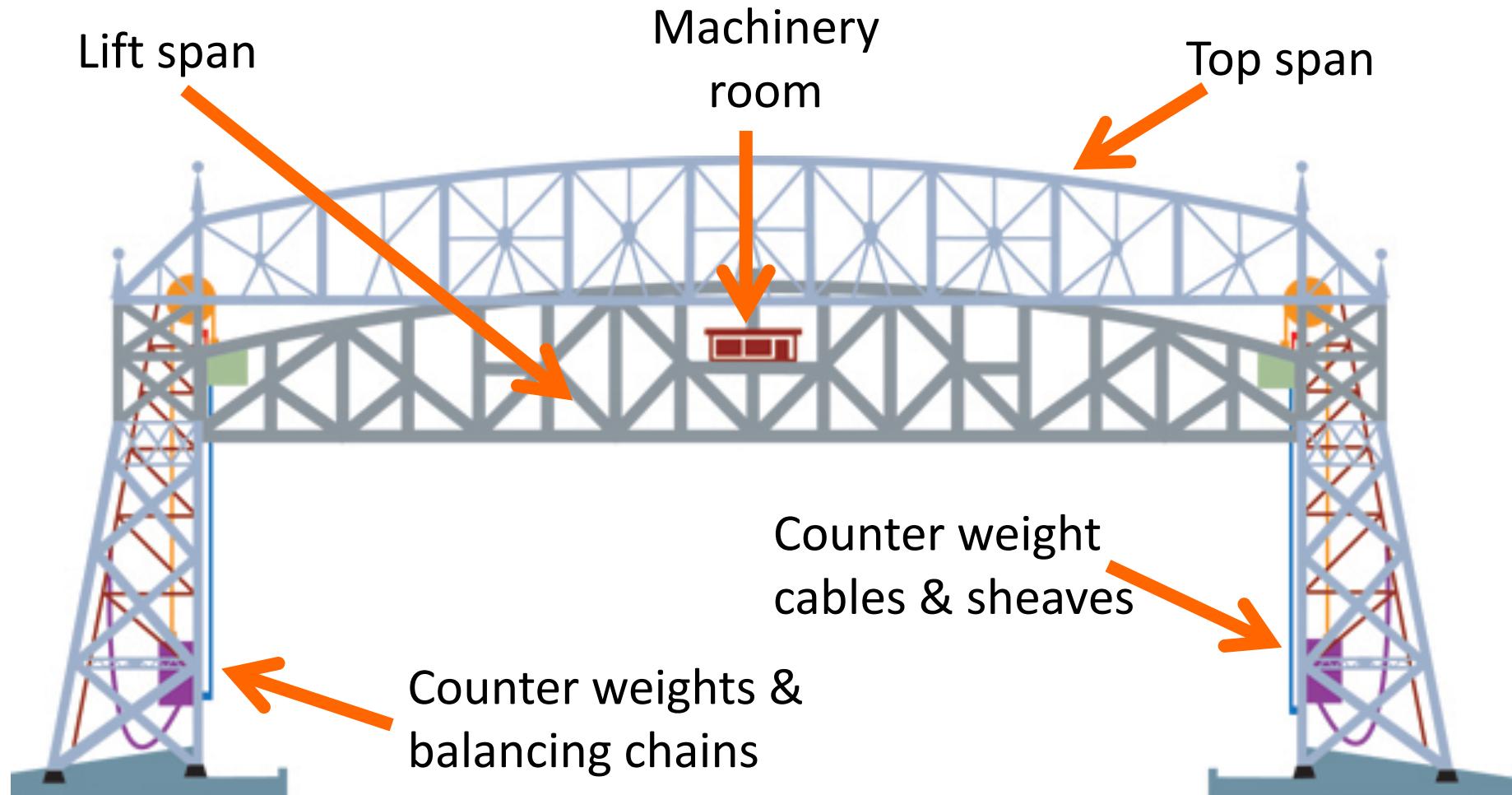


Fig. 1 - Duluth Aerial Lift Bridge

Turn words into graphics

Owning a Bicycle on Rice Campus

- Bicycles provide a convenient, environmentally friendly way to move around the campus. With the increasing number of bicycles and pedestrians, it is important that each rider act responsibly to avoid injury
- Register your bicycle with the Rice University Police Department (RUPD). To register, you will need to submit the serial number for your bicycle. Registration helps RUPD return stolen bicycles to their owners and prosecute bicycle thieves.
- Please yield to pedestrians at all times. Pedestrians generally have the right of way. No one wants to see an injury occur, and you may be liable if you hit someone.
- It is important to notify pedestrians that you are approaching on your bicycle. Within a reasonable distance, alert pedestrians that you are approaching by saying “Excuse me,” “On your left,” or “Behind you.” Or use a bicycle bell.
- As you ride through campus, please be aware of your surroundings and be courteous to others using the walkways and streets.

Owning a Bicycle on Rice Campus

Register your bicycle

Watch for pedestrians

Be courteous

Use your bell or yell

Park responsibly

Showing code

- Know your guidelines for presenting code
- Make sure the code is large enough for viewers to read
- Use the PowerPoint laser pointer to point to specific areas if needed

How to show a demo

- Before you play the demo
 - Explain what are you showing and why
 - Tell the audience what they're going to see
- Play the demo
 - Briefly point out important points
 - Give brief explanations when helpful
- After the demo
 - Summarize any key points
 - Mention any challenges you had to overcome

Manage Q&A

- “Thank you. We’ll take questions now.”
- Listen carefully to each question
- Answer directly and concisely
- If you don’t know an answer, say so
- “Thank you for your questions.”

Tips for presenting online

- Technology
- Voice
- Body
- Audience

Poll Question

What areas would you like to improve in giving online presentations?

- Online presence (lighting, camera angle)
- Vocal performance (speed, enunciation, speaking without a script)
- Engaging the audience (eye contact, gestures, more pauses)

Please enter one or two items in the chat area.

Technology

- Use headset or ear buds if you have background noise
- Raise computer so camera is at eye level
- Sit in front of non-distracting background
- Check lighting
- Center your face in the screen
- Use the laser pointer, pen, or highlighter to highlight key information



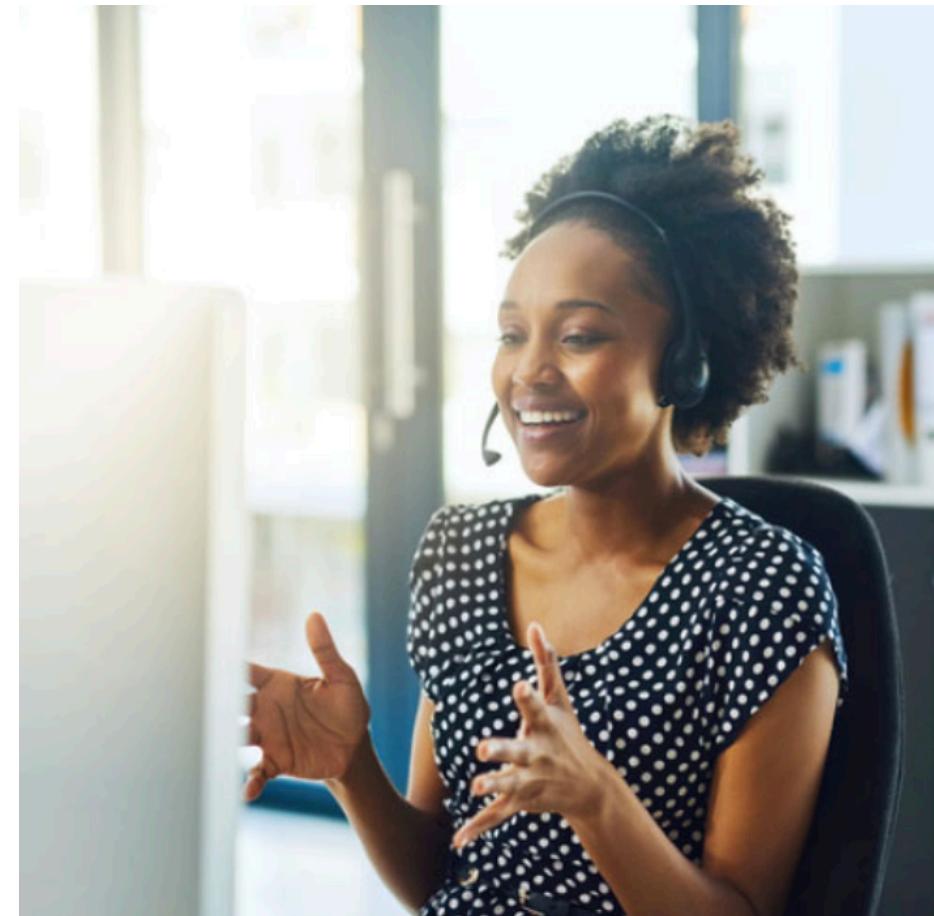
Voice

- Sound confident and energetic
- Speak at a reasonable speed
- Enunciate all words clearly
- Be expressive
- Don't read from a script
- Breathe from diaphragm to keep voice full, not shallow
- Avoid vocal fry; avoid upspeak
- Minimize fillers



Body

- Sit up straight
- Sit toward front of chair
- Put feet flat on floor
- Use gestures



Audience

- Connect with the audience
- Make eye contact with camera
- Don't look down
- Use shorter sentences and more pauses



Adapted from Duarte Communication

Present as a strong team

- Practice any demos to make sure they work well
- Who will share and advance the slides?
- Who will start the presentation? How will team members be introduced?
- Use clear handoffs: “Now that I have discussed the problem, Andres will talk about our approach in finding a solution.”
- Who will begin and end Q&A?
- Who will answer what questions?

Practice your presentation!



How many times do you think you need to practice so you present confidently?

Exercises



Exercise 1 – Create an outline with timing

Slide #	Topic	Key Content of the Slide	Who Will Speak?	Time Spent on the Slide
1				
2				
3				
4				
5				
6				
7				
8				
		TOTAL		



Exercise 2 – Practice enunciating words distinctly

Read each word out loud. Don't *over-pronounce*, but make sure that you don't drop or slur over any syllables.

Word	# Syllables
Environment	4
Nano-medicine	5
Chronologically	5
Recommendations	5
Hydrogel polymer	6
Biomechanical	6

What problems do you think your audience might have if you drop or slur over syllables?



Exercise 3 – Practice speaking at a reasonable speed

1. Read this passage out loud as fast as you can. Time yourself and record your time here _____
2. Next, read the passage out loud at a more reasonable speed. Record your time here _____

The Titanic remained undisturbed on the ocean floor until it was discovered 73 years later. On September 1, 1985, oceanographer Bob Ballard and his crew discovered the wreck of the Titanic about 350 miles southeast of Newfoundland, Canada. It was a major archeological find that made world news. Since then, four more expeditions have visited the Titanic. The equipment used in these expeditions, however, was limited, and it was difficult to gather useful information. In 1991, the first purely scientific team visited the site. The dive was called the Imax dive because the purpose was to create a film for Imax theaters. On this dive, scientists were able to take pictures of the Titanic wreck and eventually uncover new evidence into the cause of the Titanic disaster.

A good speed for public speaking is about 130 to 150 words per minute. This passage is 127 words, so if you talk at a reasonable speed that people can understand, it should take you about a minute.



Exercise 4 – Practice speaking with pauses

1. Read this passage without any pauses. (Just plow right through the periods and commas.)
2. Next, read the passage with short pauses where the red lines are inserted.

On February 2, 2011, extremely cold weather across Texas pushed the demand for electricity to very high levels. Fifty of the state's power plants went off-line due to the effects of the cold, taking a large chunk of electricity out of the grid. ERCOT, the Electric Reliability Council of Texas, ordered rolling blackouts, or controlled outages of 10 to 30 minutes, to keep the system from failing completely. Schools were not exempt from these power outages.

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How will the pauses help your audience understand your thoughts better?

Exercise 5 – Practice speaking with expression

1. Read this passage out loud with a very flat, monotone voice.
2. Next, read the passage out loud with more expression.

We need to curb our use of fertilizers in the Mississippi River Basin to minimize the size and impact of the growing dead zone in the Gulf of Mexico. The dead zone in the Gulf is caused by fertilizers being used throughout the Mississippi River Basin. If this dead zone is ignored, it can continue to grow, with adverse impacts on the ecosystem and people's livelihoods. We can curb our use of fertilizers in the Mississippi River Basin by implementing sustainable farming practices.

Which version do you think your audience will appreciate more?

Content adapted from Melissa Cespedes, 2015.