



# Computer Science – Lecture 6 Presentations

Karl R. Wilcox

[K.R.Wilcox@reading.ac.uk](mailto:K.R.Wilcox@reading.ac.uk)



# Objectives of the Lecture

- To understand the preparation needed for presentations
- To see some hints and tips on presentations
- To investigate Powerpoint Templates
- Tomorrow's Practical
  - Developing your presentations
- Next week – Automating Presentations



# Before You Start!

- **Do NOT leap straight into making slides!**
- **There is a lot of preparation to do**
  - But it will make it easier for you
  - And probably save you time in the end
- **Consider the following slides as a checklist**
  - Consider them all before you start



# What Is The Objective?

- **What is the objective of the presentation?**
  - Are you giving information (e.g. teaching)
  - Are you trying to persuade someone about something?
  - Are you trying to sell something?
  - Are you trying to get someone to make a decision?
- **Make sure that the presentation achieves the objective**
  - Is the information clear?
  - Is it your central message obvious?
  - Do they know they need to make a decision?



# What Is The Subject?

- This may appear to be obvious!
  - But be careful!
  - Read carefully any instructions / requests you have been given
  - If in doubt, check beforehand
- 
- Consider a project progress report
    - Should it cover the internal problems of the project?
    - Should it cover the implications to other projects?



# Who Are The Audience?

- **What is their role?**
  - Are they decision makers? Reviewers? Friends? Enemies?
- **Why are they at the presentation?**
  - Do they want to be there?
- **Are they managerial / technical / financial?**
  - How much detail should you include? What type?
- **Is there a mix of people there?**
  - This makes things more difficult!
- **Will you need to give the presentation more than once?**
  - Possibly to different audiences?



# How Long Have You Got?

- How long have you been given for the presentation?
- Do you have (or need) any setup & preparation time?
- Is there any flexibility in the time?
  - If not, and you run late, which parts will you drop?
- Will the audience be able to ask questions?
  - During your presentation?
  - At the end?
- Do you have (or need) any time at the end to tidy up?



# What Is The Format?

- **Foils on an Overhead Projector?**
  - Print them out well in time
  - Use the right sort of transparency for your printer
  - If possible, practice first to get them the right way round
- **35mm Slides**
  - Often long lead times for slide production
  - If possible, practice with the projector first
- **Computer Screen (for small groups only)**
  - Can you see the screen as well as the audience?
- **Computer Projector**
  - Is there a PC or will you need a laptop?
  - Projectors differ – it is much better to practise first!





# What If It All Goes Wrong?

- **What will you do if (when!) the projector / OHP / computer fails?**
  - Have a spare projector / computer available?
  - Move to a different room?
  - Have a backup set of OHP foils?
  - Draw on a whiteboard?
  - Work from handouts?
  - Reschedule the presentation for another time?



# What About Handouts?

- Will the audience expect to have handouts?
- Do you want the audience to have handouts?
- Will you give them out before the presentation or after?
- Will they just be copies of your slides or will you add additional information?
- What about colour and graphics?
  - May not show up well if laser printed
- Do you want to leave space for the audience to make notes?
- What about electronic copies?



# What Will You Say?

- Do **NOT** just read out your slides!
- Will you include speaker's notes in the presentation?
  - How will you read the speaker's notes?
- Will you work from a script?
  - How will you read your script? Or will you memorise it?
- Are you going to use prompt cards or notes?
  - Where are you going to keep them?



# Hints And Tips – For Slides

- **Do**
  - Organise your slides logically
  - Use a title slide
  - State the objectives
  - Put a summary at the end
  - Keep them consistent
- **Don't**
  - Put too much information on one slide
  - Use lots of different fonts and effects
  - Use unnecessary graphics and clipart
  - Use big tables or complex charts



# Hints And Tips – For Speakers

- **Do**
  - Practice
  - Speak clearly
  - (and slowly, if it helps)
  - Face the audience
  - Move about
  - Point with hand open, palm forwards
  - Smile!
- **Don't**
  - Be afraid of silence
  - Mumble
  - Bluff (say “I don’t know”)
  - Ramble (stop and read your notes!)
  - Rush (skip slides rather than rush through them)
  - Panic!



# Summary

- **Preparation pays off!**

**(Next – Basic Powerpoint and Templates)**