

Activity: Presentations

How to make a good professional presentation.

Make it **SIMPLE** (both the writing and the design), be **SINCERE** (be yourself, speak like you care), have a good **STORY** (what is the talk really about, what is the problematic, the angle) and a clear **STRUCTURE**!

Rules of thumb: ~100 words a minute (for a foreign language)
~ 1 slide / minute

Introduction:

Start with a hook (could be a question, a personal anecdote, a citation etc)

Tell the story

Describe the contents (Part 1 will be about this, Part 2 about that etc)

Avoid structures that are too common (advantage/ disadvantage, how it works, the future). Favor a more original approach / problematic

Slides:

Your title slide should have a good title and subtitle. The subtitle could be the hook.

Slides should only have titles and keywords, no sentences or paragraphs.

Each concept, example etc. should be illustrated.

Use a variety of illustrations (pictures, schematics, graphs, videos, artwork etc)

Keep a running slide number (1/10, 2/10 etc.)

Have a simple but neat design/visual identity (background, font, font size etc.)

Sections:

Keep the title of your sections running across slides to highlight the structure

Conclusions:

Have a short summary (maybe just the titles of your sections and a keyword associated with each) and a punch line / 'take home' message. What should we remember about your talk? What was it really about? Maybe end with a wider / more philosophical question.