

Project Workshop #4, Week 9

Design Report, Presentations

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Design Report

Design Report

- In week 12 you will submit your Design Report
- This is the first part of your project which is **summatively** assessed
- Contributes 20% to your final project mark
- Marked by two people:
 - ▶ Your supervisor
 - ▶ A second member of academic staff

Design Report - What is it?

- Report explaining how your project **will be done**
- Focus on the Design Phase of your project
- Allow feedback on your work before the final dissertation
- Templates and example papers in DUO
- Contains 3 main parts:
 - ▶ Structured Abstract 1 page
 - ▶ Introduction 1-2 pages
 - ▶ Design ~8 pages
- Total 12 pages **MAX**
- It doesn't have to be 12 pages - if you cover all of the requirements

Design Report - Structured Abstract

- Covered in previous workshop
- Contains 4 main parts:
 - ▶ Context/Background
 - ▶ Aims
 - ▶ Method
 - ▶ Proposed Solution
- Keywords – can be anything
 - ▶ But think about what summarises your project well

Design Report - Introduction

- Sort introduction to your project
- This will be the first thing that your second marker sees about your project
- **Make sure they can understand what you're doing**
Write for educated reader with background in CS, but non-expert
- Should contain:
 - ▶ Brief introduction to the project
 - ▶ The research question you are addressing
 - ▶ Aims of the project
 - ▶ Deliverables

Design Report - Design

- Presents the proposed solution(s)
- The design details should all be placed in this section
- Create a number of subsections, each focusing on one issue
- Make it as clear as possible what you are planning to do
 - ▶ But not as a list of steps

Design Report - Marking

- Structured Abstract – 10%
- Introduction – 15%
- Design – 65%
- Writing Skills – 10%
- Marking Template on DUO

Design Report - Writing Skills

- Focus is on how well you can present your ideas
- Well written and grammatically correct
- Easy to lose marks if you don't
 - ▶ Proof read before submitting
 - ▶ Spend some time thinking about what you need to say and how
 - ▶ Adhere to the document templates

Presentation

Presentations

- In week 13 you must give a presentation on your project
- This is to assess your **presentation skills**, not the progress you have made on your project
- Whatever profession you enter after graduation, you will have to stand on your feet regularly and present material to an audience — now is the time to gain some experience

Practical Arrangements

- Your presentation should last at most 10 minutes followed by not more than five minutes of questions from the audience (there may be question during your talk)
- Your audience is the three students in the same session, plus two members of staff who are assessing you
- Your mark is worth **10 per cent** of your overall project mark
- You must prepare slides to be displayed with a data projector
Powerpoint or PDF
- Your talk must be independent of other presentations
- Use computer provided

Generic Presentation Tips

- The basic strategy is good planning followed by practice
- The old IBM style of
 - ▶ say what you are going to say;
 - ▶ say it;
 - ▶ and then say what you have just saidis still useful advice
- Think carefully about your audience. In general, it is much better to assume that an audience know too little than too much

More Generic Tips

- Try to avoid reading from notes — use summary cards or key notes (ideally, nothing)
- Not too much on any slide
- About 10 lines of 24 point type is about as much as you can get on a slide
- Use at least 28 point for titles
- Use at most 1-3 typefaces. Use colours effectively but sparingly. Use animation sparingly (we are not assessing your PowerPoint skills)
- Make the most of diagrams and visuals (“a picture is worth a thousand words”)

My own two pieces of advice

- If you've got 10 minutes, plan for 8 — things always take longer than expected
- Do not ever put anything on a slide that you are not prepared to explain. Somebody **will** jump on it.

Possible Outline

- A title slide: Project title, student name, course, date
 - ▶ An outline: What are the elements of your talk?
- A problem description, possibly both informal and formal
- Motivation: Why do you want to solve this problem? Previous work, and how it relates to what you are doing
- Your approach to solving the problem
- What you have accomplished so far (not relevant for marking!)
- Analysis: How will you judge the outcome of your work?
- A conclusion slide: What did or will you accomplish?
- What still needs to be done

Note that your presentation need not follow exactly this pattern or order; however, most of these areas should be covered at some point during the talk.

Preparing your talk: Getting Started

Always have in mind your **audience**: people who are motivated and intelligent, but not familiar with your project

What to say? Who am I? What is the research problem? Why is it important? (What have others done?) What is my approach? (What are my results? How will I evaluate them?)

If someone remembers only **one thing** from my talk, what would I like it to be?

Preparing your talk: Content

Can you jump straight in with an **example** which demonstrates the problem you are addressing? Can you quickly get to that point? (Don't waste time with redundant content)

Adopt a **non-uniform** approach to your talk; that is, treat some aspects in more detail than others — this is better than only giving a superficial treatment of everything (or running out of time)

Ask: can I illustrate this idea/definition/technique/algorithm with an example?

Preparing your talk: Slides

- Use few words!
- *Don't repeat what you will say, but **emphasise** the main points*
- Use **colour**, illustrations and (limited) **animation**
- *Flowcharts rather than code*
- *Be careful with **formulas**. Few people will remember nomenclature that you defined on a previous slide*
- There is not enough time to analyse graphs in great detail; rather talk about the general **trend** and **highlight** the important and surprising aspects of the measurement
- Finish on a summary slide
- ***Bibliography** as a last slide? It may be a good idea to have such a slide but not to show it, unless the audience asks for it*
- **Proofread, spellcheck**

Preparing your talk: Presentation

Make **eye contact**

Some people reveal their slides bit by bit. Might help audience to focus; might seem condescending. Use the technique sparingly (it is annoyingly slow when trying to find particular slide when answering question).

Don't **block** the audience's view. Don't point at the computer screen

Don't **over-run**: If you run out of time, make sure that you can skip easily to a conclusion slide; better than being cut off mid-sentence by session chair.

Practice: by yourself, with friends, with a webcam