

Presentation Skills

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Types of Presentations (Or “Why Do I Care?”)

- Class presentations
 - 1/3 of your grade in this class
- Thesis Defense
- Presenting scientific results at conferences
- Applying for a job
- Teaching a class
- Winning friends and influencing people!

The Good, the Bad, and the Ugly

- List attributes of a good presentation.
(Think of the best talk or class you ever saw.)
- List attributes of a bad presentation.
(Think of the worst talk or class you ever had to sit through.)

Keys to a Good Talk

- Appropriate content
- Content Organization
- Slide Format
- Personal presentation skills

Appropriate Content

- Present what's necessary, but keep it to a few key points
- Know your audience
 - Experts, general population, kids
 - What do they already know?
 - What do they need to know?

Organization

- Tell them what you are going to tell them
- Tell them
- Tell them what you told them

Organization: Phys 3110

1. Title page
 2. Outline (optional)
 3. What it is
 4. Brief Historical Background
 5. What it's used for
 6. How it works
 7. How you operate it
 8. Conclusion (optional)
 9. References
- 1 – 2 minutes/slide.
 - 15 minutes + questions

Slide Format

- Avoid trying to cram too much into one slide
 - Use keywords & bullet points rather than long sentences
 - Use a large font, 24 pt at least.
(This is Calibri 32 pt)
 - (This is Calibri 28 pt)
 - (This is Calibri 24 pt) (This is Arial 24 pt))
 - (This is Calibri 20 pt)
 - (This is Calibri 18 pt)
 - (This is Calibri 14 pt)
 - (This is Calibri 12 pt)
- Do you really think its easy to read a lot of text in Calibri 18 pt font? How about from the back of the room?

Slide Format

- Use color to emphasize
- Use good figures to get across key concepts, if it adds to the talk
- Reference any figure or info from another source on the slide where it is, unless the info is on several slides, then at end
- Use plain backgrounds



<http://www.nextiva.com/voip/tips-for-the-killer-presentation.html>

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- Don't use yellow text, or any light pastel color.
- Unless you use a dark background.
- Don't write long, verbose, complicated sentences, and read them to the audience. People will either read all the text, and not listen to you, or will listen to you, and not read the text. Either way, it's not effective.



Personal Presentation Skills

- Speak loudly
- Don't use "Um" or other fillers a lot
- Make eye contact
- Smile
- Don't just read the slides, use them as "talking points"
- Pay attention to your audience's response
- Understand EVERYTHING you present
- PRACTICE, PRACTICE, PRACTICE



<http://i.ytimg.com/vi/TtraR3gezQw/hqdefault.jpg>

Presentation Finale

- You may choose to use a Summary
- Thank the people who helped you
- Give References, if you didn't give them already
- Take questions
 - Be polite
 - Don't get rattled, questions mean they were paying attention and care about the answers

Stage Fright

- Its normal
- Know the first 5 minutes of your talk by heart, gives you time to settle down.
- Introduce yourself, smile, introduce yourself to folks before hand, a familiar audience is less scary.
- If you feel your heart racing and yourself rushing, take a deep breath.
- Know that you have important information that the audience needs to hear.

How To Be a Good Audience

- Be engaged. Don't tune out. You might learn something! This is not a TV, its live! The author will respond to your signals.
- Think about the material. Do you believe its correct?
- Ask questions!
- Don't work on your laptop or phone.

Presentation Summary

- Turn in presentation pdf, and a summary, before you present.
 1. What it is
 2. Brief Historical Background
 3. What it's used for
 4. How it works
 5. How you operate it
- Brief study guide for test. 1-4 sentences each.

Homework

- Turn in a print out of 1 page of your Phys 3110 presentation, on which you explain “What it is” for your presentation topic.
- It should have appropriate formatting, i.e. 24 font minimum.

References

- “How to Give a Good Presentation”, Anne Marie Carlton,
http://acmg.seas.harvard.edu/education/presentations/carlton_presentations.pdf, accessed 9/12/14.
- “How to Give a Good Presentation”,
<https://www.princeton.edu/~archss/webpdfs08/BaharMartonosi.pdf>, accessed 9/12/14.
- “Dilbert”, Scott Adams, <http://www.dilbert.com/>, accessed 9/12/14.