
Presentation Tips

1. A complete presentation includes

- Content: What you say.
- Projection: How you say it.
- Visuals: What you show.

2. What you say....

- (a) Know the material.
- (b) Know the goal(s) of your talk.
- (c) Know your audience.
- (d) Practice publicly.
- (e) Watch the time! Stay within your allotted time even if you start late.
- (f) If you are willing to have people question/interrupt you during the talk, let them know, otherwise let them know you would like questions at the end of the talk. when answering questions, do be concise and honest. Sometimes it helps to put a ringer in the audience.

3. How you say it...

- (a) Speak Clearly
- (b) Talk to the audience, not the screen.
- (c) Have Handouts, even if it is just a copy of the slides. Handouts should include expanded material if appropriate. For example, complete tables, longer text passages, complete source code, ...
- (d) Use props.
- (e) Move around, even if it does mean obstructing the view occasionally.
- (f) Be confident and assertive without being arrogant.
- (g) Make eye contact.
- (h) Keep your hands out of your pockets.
- (i) Dress appropriately++.

4. What you Show...

- (a) Landscape is usually better than portrait.
- (b) Large Fonts (24pt or greater). Keep information on a slide short (no more than 10 lines, use keywords, large figures, brief or summary tables)
- (c) Use lots of pictures!
- (d) Point to the projected image.
 - avoid blocking the view.
 - don't jiggle slides.
 - avoid actual pointers.

(e) Don't play with the slides, but make sure they are completely projecting

(f) Don't do a slide strip-tease

- Sometimes a slide (overlay) series is a good technique

(g) Don't try to use two slides simultaneously – make up a special combined slide if necessary.

(h) Don't read the slides. The slides should help the audience know what you're talking about, but your words should expand.

(i) Use color.

5. Typical Presentation formats

(a) General

- i. Title
- ii. Introduction
- iii. Outline/Overview
- iv. Body
- v. Closing

(b) Experimental/research presentations

- i. Title
- ii. Introduction
- iii. Materials/Facilities used
- iv. Results
- v. Discussion
- vi. Conclusions
- vii. Summary
- viii. Future Work
- ix. References

(c) Sales/Business

- i. Title
- ii. Introduction
- iii. Company Background
- iv. Product/Service Description
- v. Persuasive Arguments
- vi. Summary