Giving Presentations

Preparing your presentation: The Details
- 8 min presentation, 5 min question period
- A laptop or overhead will be provided, but you can use your own computer if you prefer
- Best way to bring in your presentation is on CD or flash drive

Presentations
- What do you want the audience to learn?
  - Summary slide at beginning and end
    - Include the major points
    - Have a slide for each point in your talk
Key points to consider when putting together your presentation:
- Follow the ‘big story’
  - start with the big question
  - bring it to the specific question you examine
  - tell how your results inform the bigger question
- Be clear and communicative
  - Provide information in a clear and interesting way
  - don’t get off track with details that are unimportant

Preparing your presentation:
Slides
- When presenting graphs, tables, or images
  - Make them as clear as possible
  - Point out what you want the audience to notice
  - Only display the necessary information

Preparing your presentation:
Slides
- Prooofread your slides
  - Mistakes are distracting
  - Do not clutter your slides or use run-on sentences that seem to ramble away and the audience spends the entire time trying to read your slide rather than listen to what you have say
  - Make sure font is large enough to see
Delivering your presentation:
- Keep it to the point!
  - Interesting
  - Act like you are telling a story
- Avoid rushing through complicated or boring material

Delivering your presentation: Pacing
- Emphasize main points
  - Use voice and gestures
- Avoid getting off topic
- Remember to breathe

Delivering your presentation: Speaking
- Talk slowly and clearly
- Convince your audience that your talk is interesting
  - Sound interested yourself
- Avoid talking to the screen or blocking it
- Be confident and practiced
After the Presentation

- Have slides on hand that will address expected questions
- Don’t be defensive
- It is OK if you cannot answer a question
  - At least try though

Marking presentations

- Every class member will mark each presenter
  - Organization /5
  - Clarity /5
  - Overall quality /5

- Markers: Don’t give everyone super high marks, that will just force us to scale them!

Thank you!

- Questions?