



Effective Presentations

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Outline

- ◆ Rules for any presentation
- ◆ General guidelines for preparing talks
- ◆ Guidelines for paper presentation for this class



Rules for any presentation

- ◆ Know your material
- ◆ Know what you want to communicate
- ◆ Know your audience
- ◆ Know how long you have



Know your material

- ◆ Come with thorough knowledge of your topic
- ◆ Know enough background for likely questions



Know what you want to communicate

- ◆ Your audience wants to hear
 - what your topic is
 - what your main point is
 - why it's interesting
 - why they should care
- ◆ Give enough detail to communicate interesting ideas, but not enough to lose your audience
- ◆ Examples are very useful to illustrate points
- ◆ *Don't* just read your slides
- ◆ *Don't* just wing it



Know your audience

- ◆ You may be able to assume some background – or not
- ◆ Depending on the venue, you may need to focus on different aspects of your work
- ◆ Communicate your ideas and findings in a way that the audience will understand and relate to

Know how long you have

- ◆ How long is the talk? Are questions included?
- ◆ A good heuristic, for slides, is one or two minutes per
 - *but* it depends a lot on the content of a given slide
- ◆ If you have too many slides, you'll skip some or worse, rush desperately to finish—avoid this
- ◆ You won't have time to cover all aspect of your topic, so focus on the most important and interesting parts
- ◆ Practice your timing
- ◆ Perform run-throughs



Slides

- ◆ Don't just read your slides!
- ◆ Use the minimum amount of text necessary
- ◆ Use examples
- ◆ Use visuals
 - Images
 - Graphs
 - Diagrams
- ◆ Use a simple and readable, yet elegant format
- ◆ Don't just read your slides!



Your Presentations: Content

- ◆ Provide a well organized presentation of your selected topic
 - Your topic
 - Main ethical and/or social issues
 - Supporting points, analogies, examples
 - Your conclusion (for forms one and two)
 - Main support for your conclusion
 - Main viewpoints (for form three)
- ◆ Slides are *not* required



Your Presentations: Audience

- ◆ Your audience consists of your fellow students (I don't count)
- ◆ If you selected a topic that we discussed in class this semester, they'll all have some background
- ◆ If you've selected a different topic, they may know little or nothing about the area