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 communication 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!

CMSC 304 Final Paper Presentations

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: Timing

- 7 to 8 minutes for presentation
    - If using slides, that's roughly 5 to 8 slides
- 1 to 2 minutes for questions
- I *will* cut you off if you go too long!

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

Giving Your Presentation

- ◆ You may use your own laptop or classroom A/V computer if you use slides
- ◆ Arrive early on your presentation day
  - ■ For slides, you need to setup your laptop or transfer to classroom A/V computer
- ◆ Practice your presentation, even if it's just to yourself, to make sure your timing is correct

Audience Participation

- All students are expected to attend all presentations (except one—per sign-up sheet)
- At the end of each class (except the day you present or miss), students must turn in a presentation feedback form
- For each class, students must ask at least one question and/*or* make at least one comment on the feedback form (per class—not per presentation)

Grading and Feedback

- I'll use the same review form that I've posted for student feedback to rate your presentation
- I may (or may not) also provide written feedback (comments)
- Your grade will be based on:
  - The clarity of your presentation
  - The quality of your presentation
  - The timing of your presentation
  - Your level of preparation