**How to Prepare Your Presentation**

A presentation is similar to an essay; it has an introduction (to tell the audience what you are going to talk about which should be brief), a body (to tell them about the topic; what happened) and a conclusion (to summarize what you have said e.g. to sum up).

Try to organize your presentation in a chronological order (first, later…)

Preparing Contents

•1st task: Identify your audience

•Are they experts, or average, or non-experts? etc.

•Design your speech for them.

•2nd task: What is the main message of your presentation?

•3rd task: Then create your presentation.

Very common mistake: Trying to include too much material

•Results:

–You will run out of time

–Audience will NOT understand what you want to say.

–Because the material is mostly NEW to the audience (authors forget this) (try to be clear and brief)

•Make a good plan before you start

–Worst strategy:

•Just copy part of your manuscript

•This will just make slides unreadable

•Choose what you want to say

–What is the problem?

–Where is the difficulty?

–How do you tackle the problem?

•Always keep in mind that the audience does NOT know what you are going to say

- You have to know your topic, prepare it by yourself (try to write it in your own words)

•Be brief, but friendly

•Make a story of the whole presentation

–In what way or why the problem is interesting

–How your approach differs from the conventional thinking

–How significant your results are, etc.

•Give a simple outline slide at the beginning

•You may choose to come back to this slide at turning points; but don’t overdo this; it may also be dull and artificial

•Additional advice

–Visualize typical audience

–Try to visualize to whom you want to talk

–Try to read their minds:

•What would they think when you say this?

•What would they want to know in this topic?

–Take these into account when you make the STORY of your presentation

•Make your presentation visually appealing (attractive)

•Make your statements simple

–It’s very dull for the audience to try to read from line to line on a very dense slide

–Or, the audience will stop listening after first 5 minutes (because they will read from the slides)

•If you are going to give a dull talk, better not to give it at all

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Supplementary Ideas

•Does it take a bit too long before reaching the main part?

–Try to announce the main result first

•this helps you keep the attention of the audience, and helps them to re-organize your talk on their own points of view

•Try to present some questions,

Giving your talk

What to do if you run out of time

How to finish

•Where to start:

–Tell the subject of your talk

–Reading out the title is one way, but not the best

–You can also say: “I’m going to talk about…”That’s more friendly.

–If you can tell some jokes, or start with a relevant story related to your talk, that’s nice, but this is not always easy.

•Remember

–The audience is NOT your enemy

–But you can turn them to be one by giving an incomprehensible talk

–Be friendly, and try to find someone who is paying attention to you

–Talk to him/her

–Try to deliver a message, NEVER read

In general, –It’s not a good idea to prepare a full text material (to be read) for presentation–If you want, prepare small note cards –Try to talk to the audience, do NOT read and memorize; try not to stop or stammer

–Try to motivate

•Raise a question

• Take a pause to let the question sink in the audience•

Then give your next statement

•When you proceed to a different section, give the indication where you are

•Give a short summary of what you have done so far and what you are still going to say

•Inserting a copy of the outline slide is helpful

If you run out of time

•This should not happen, even though it sometimes happens.

•Don’t panic, but Make up your mind promptly on–How much of the rest you can say in the rest of the time, and then •Give a brief summary of the rest of the contents

•Do NOT stick to your original plan–Audience is restless •But, never go over time.

How to Finish

•Give a conclusion •what you have done, proved, etc

•This will have the effect of refreshing the memory of your talk

•Be brief, do not overload the conclusion

Speak loud, with emphatic expressions.

•This solves many problems.

•Stories are important.

•Be confident; don’t be uptight or nervous.

•If you are uneasy, practicing at home helps.

•Image-training is also very helpful.

•Bring your own pointer.

•That is, if you want to use one. This releases your tension.

•You can’t satisfy everyone.

•This is worth remembering. Make your own policy, and make it clear.

•Look at the audience. Smile, occasionally.

•That helps. (Releases your tension, too.)

•Talk to the audience.

•Body-expressions and eye contact can also help. So, try to make eye contact.

The audience can drift away at any point. So you have to hold them tight.

* Try not to wear something that is distracting because you want the audience to pay attention to what you are saying not what you are wearing!!
* Don't play with your hair or hands while taking