Studio 2
Guidelines for Good Presentations

JANUARY 2016
Part I: Preparing Slides

- Preparing slides is an important part of presentations
- Badly prepared slides will make delivering good presentations difficult
- Follow the necessary set of guidelines in order to prepare good slides
Know your audience

• Know the technical levels in your audience
• Do not target one level and ignore the others
• Start with basic and careful introduction
• Leave the highly technical material to the end
Time your talk

• It is a “crime” to exceed the allotted time
• Virtually any subject can be presented in any amount of time
• Time limit does not mean present only generalities
• A figure, table, or equation that does not specifically serve the point MUST go
• Make sure that the content you include can be presented in the given time without having to speak too quickly
Minimize complex math

• Include math ONLY if necessary
• Equations slow the pace of the talk
• They often create confusion
• Focus instead on assumptions, techniques, and solutions
Be sensible about slides

• Allow 1 or 2 minutes per transparency
• Avoid slides with one or two lines
• Avoid slides that are packed with too much information
• No need to write full sentences
• Use six to seven lines per slide whenever possible
Organize your slides

- First slide for title
- Second slide for your outline
- Have a good introduction (importance of the topic, motivation, etc.)
- Avoid putting two different headings in one slide
- One heading can span more than one slide
Try to make an attractive design

• Choose a good slide background
• Choose font colors to provide a good contrast
• Choose a good font size and font type

• Try to use graphics, figures, block diagrams
• Use animation whenever needed
Part II: Delivering a Speech

• Public Speaking is a necessity of professional life
• Your oral presentation is a presentation of yourself
• Your ability to do your job may be questioned by your colleagues if you seem nervous or confused
• Clarity, self-assurance, and skill get you the respect of the audience
Before The Presentation

• **Practice & practice your talk**

• **Unless you are a specially gifted speaker, REHEARSE**

• Rehearse in front of friends, spouse, colleagues, or alone (loudly)

• Avoid writing your talk and reciting it
• Pay attention to your appearance; people DO form an impression of you based in part of your appearance

• Learn where the light switch and the pointer are BEFORE your talk

• Think of where you will stand
During the Presentation

• Most people feel nervous during the talk
• Usually the audience does not notice
• Hide any nervous mannerism by leaning a little bit towards a table or podium
• Resist the temptation to speak too quickly
• Speak up (most people tend to start with a soft voice)
During the Presentation (cont’d)

• Show some enthusiasm and energy to keep the audience attracted

• Try to move around a bit to give some action

• Do not block the view while moving

• Use the pointer and not your hand to point to any part of the slide
During the Presentation (contn’d)

• Communicate with the audience (EYE CONTACT!)
• Do NOT stare into the space above your audience, the floor or the slides
• Pick out several friendly faces and establish eye contact (read the feedback)
• Do NOT ignore any section in the room
Team Dynamics

- Each member of the team should know where to stand, what to present, and when.
- Exchanging roles during presentation should be smooth (practice roles).
- Show team spirit, harmony, and impressive attitude: “One for all and All for one.”
- The team leader should introduce the team members and introducing himself last (before starting the presentation).
Team Dynamics (contn’d)

- Avoid any sort of distraction when your team member is presenting
- Focus on the audience and analyze feedbacks
- Do not argue in front of the audience or contradict each other
- Follow the team leader’s requests and respond to them professionally
The Questions Session

• Let your questioner finish the question
• Try to rephrase the question
• Keep your answer short
• Never argue with your questioner
• Confess your ignorance