
Preparing a Presentation

Spend Enough Time on Presentation

- Takes time to prepare a presentation.
- Conferences presentation take me 3-4 hours, for 10 minutes.
- Takes longer when you are new

Consider Your Audience

- Make presentation relevant to audience
 - i.e. don't present all math
- Think about following questions
 - Who am I addressing?
 - What do I have to say?
 - What do I want my audience to know?
 - What would my audience want to know?

Tell a Story

- Make a logical structure that is similar to a good story.
 - Beginning: context of presentation
 - Body: develop main points.
 - Conclusion: summarize main points, take home message.

Practice, Practice, Practice

- Practice on your own (get timing right)
- Practice giving it to each other.
- Write out the full text you want to say.
 - Forces you to think of every aspect
 - Helps you commit parts of you presentation to memory
 - Make notes of key points and use those during presentation. BUT don't read a script, or always look at the screen.

Communicate with Audience

- Look at the audience
 - Try to look at everyone, not just one corner of the room.
 - If you are nervous pick some spots at the back of the room above people's heads.
- Be enthusiastic
 - Vary the tone of your voice.
 - Use humor if it suits you, but don't force it or over do it. Content is what matters.

How To Speak

- Speak slowly and clearly.
- Take a breath before you move to next slide.
- Take a deep breath (unobtrusively) before you start.
- Try not to say so, ummm or other time fillers too much.
 - We all do it, it takes practice.
- Try standing squarely on both feet and keep hands someone still.

What not to do

- Stand on one leg.
- Hit yourself or a table
- Tap your pen
- Turn your back on the audience
- Wave your hands like your talking Italian
- Put your thumbs in your pockets
- Cross your arms and take a football pose
- Try to smile at the audience if you are not too nervous.

Questions

- Be prepared to answer questions from audience.
- Try to get discussion going by having some leading questions.
 - If there are different theories , ask audience if they find one more compelling.

Design of Slides

- You do not need to use full or wordy sentences because they can become very, very long and make it much hard for the audience to follow. They also make it much for difficult for you to quickly look at if you need a reminder of where you are at.
- Don't use full or wordy sentences.
 - Harder for the audience to follow.
 - Harder for you to use as a reminder.
- Starting with the verb can help.

Design of Slides

- Don't use full or wordy sentences.
 - Harder for the audience to follow.
 - Harder for you to use as a reminder.
 - Don't put too much text on one slide
 - Makes it hard to read.
 - Continue on topic on next slide, if too much for one slide.
 - Make sure font is big enough to read.
 - 18 point font is probably the smallest to go
 - This depends on size of room.
- } Sub points in smaller font.

Design of Slides

- Make sure tables, pictures, and graphs can be read.
 - Titles on graphs and tables must be readable at back of room.
 - Number must also be readable

Design of Slides

- Tables/Pictures
 - You can make them inside PowerPoint.
 - You can make them in excel and copy and paste.
 - You can bring them in as an object.
 - You could scan them, then make a hyperlink to the document.

Slide Layout

- To add a new slide, go to insert slide.
 - Slide layout window should pop up.
 - Helps you organize information on your slide.
- You may want to change the line spacing
 - This helps with ease of reading.
 - Go to format, then line spacing.
 - Experiment with how much space to leave before paragraph.
 - This especially helps when you have a lot of information on one slide.

Slide Design

- You can make color presentation easily.
- Go to format, then slide design.
 - Too much color or patterns can be distracting.
 - Make sure the colors you use can be seen easily.
 - Yellow and red are often hard to see.
- You can create your own designs
 - If you do a lot of presentations I suggest you do this.
 - For this presentation don't waste your time.
 - Content is more important.