
How do I hold a Presentation and how do I write a Report?

A Checklist for Students

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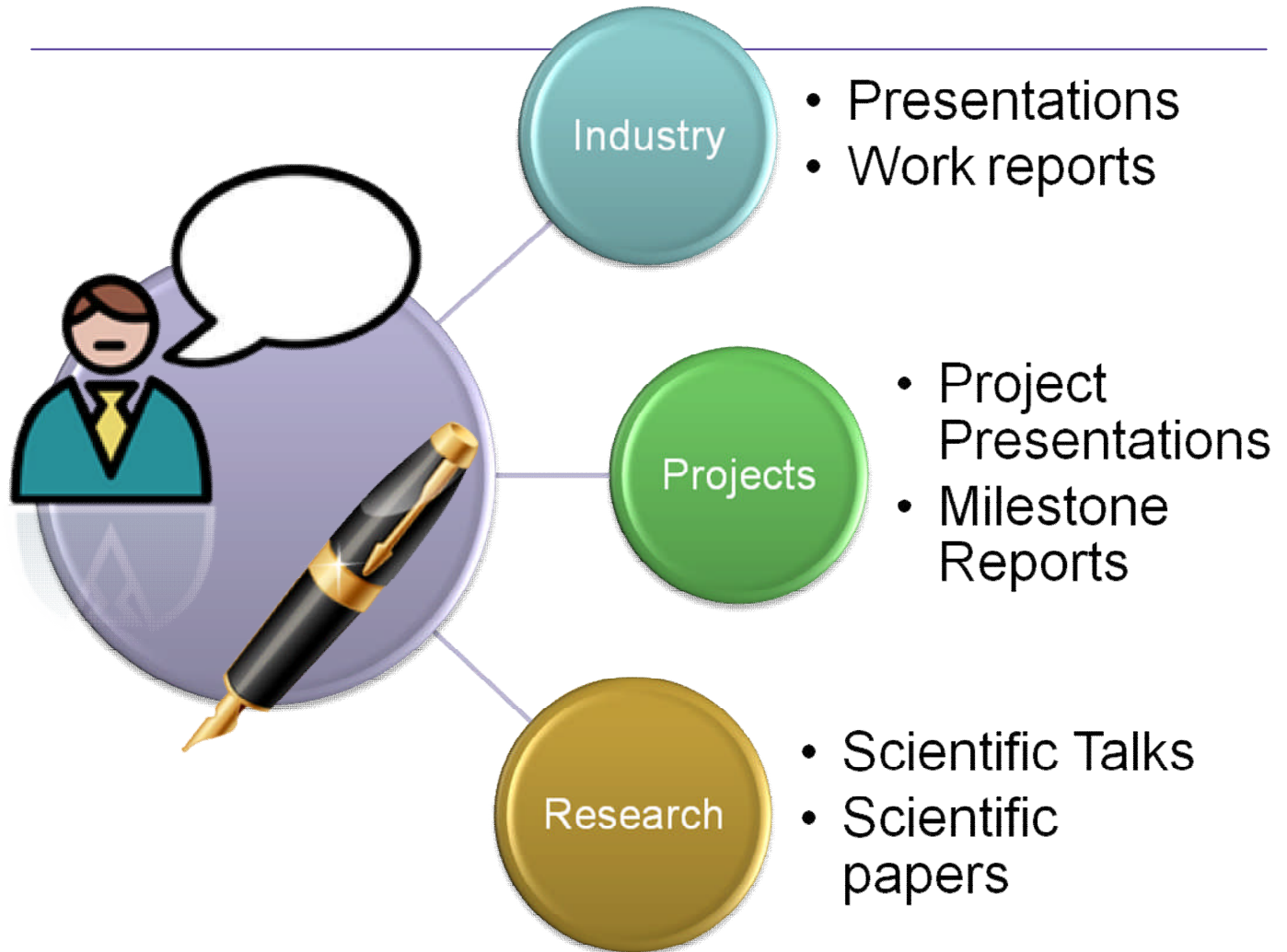
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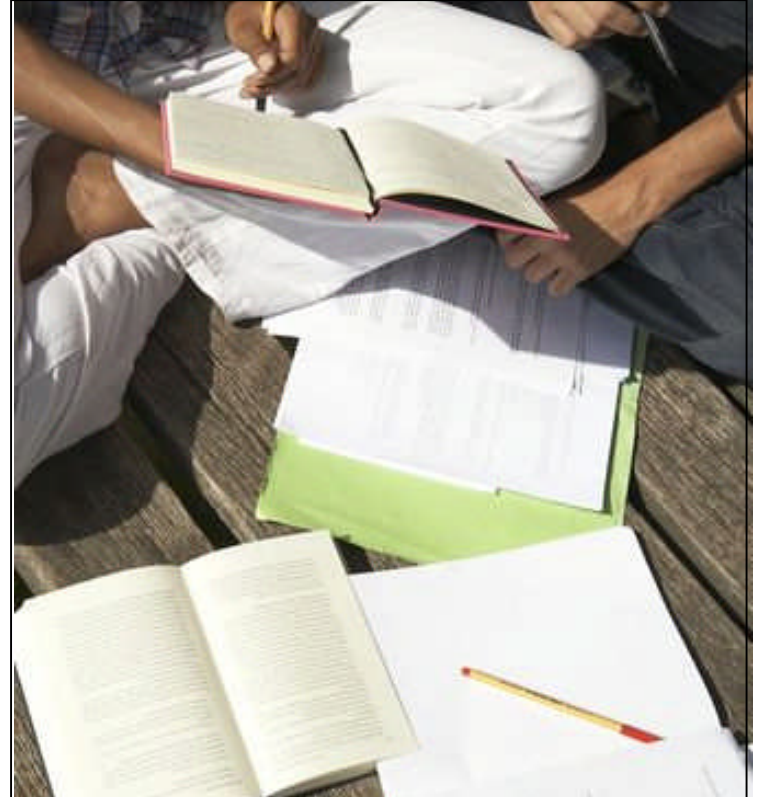
Original German Source: Prof. Robert Tolksdorf, FU Berlin

Abilities: Presenting and Writing



How do I hold a Presentation?

16 Straight Steps to Understanding Talks.



Giving a Talk - Overview

- Purpose
- Timing
- Slides
- Preparation
- Construction
- Presenting
- Stage Fright

Purpose

- A talk is **not** for showing off (**your** knowledge)
- A talk is for **informing** the **audience**
- A talk should not contain **everything you know**
- The audience can ask **specific questions at the end**
- A talk is a **performance**
- It must be well **prepared** and **rehearsed**

Timing

- The **slide time** is a **known factor**:
talk duration/slide number = slide time
- Plan at least **3 minutes / slide**
- Have a **watch** that you can use
- If there is extra time → Have a **discussion**
- If time is short → postpone discussion to end
- Decide **in advance** which slides to **skip**

Slide Layout

- Font size should be at least 22pt
 - This by comparison is 12pt and almost unreadable
- Have **bullet points**
- Do not have long-winded paragraphs like this one, which describe the complicated subject-matter in complete sentences. Such sentences cannot be processed by the audience, because it is not a 'readience'.
- Provide the audience with **slide notes**

Slide Content

- Observe the 7+1 Rule:
Roughly seven items fit into memory
- Visualize Concepts
- **Key Terms in *Italics* or *Bold***
- **Citation source in different colour or font**
- **Do *not* EXAGARATE:**

Too much layout is a distraction.

Preparation

- Be there 15 minutes before the start
- Check that ...
 - the data projector is connected
 - the notebook connects
 - the image is sharp
 - the environment is clean and uncluttered
 - whiteboard markers or chalk are at hand
- Introduce yourself to the host

Live Software Demos

- Live Demos are a **plus** when appropriate
- Live Demos usually **go wrong**
- **Install software to your own notebook**
- **Create batch files** rather than wait for you to type

```
java -Xmx256000000 -cp .;./patch.jar;./starlogo.jar
starlogo.Toplevel compiler english "init 100" ants.slogo
```
- **Copy and paste any complicated inputs**
- **Never rely on network availability**
 - ➔ **Prepare screenshots & local versions**

Content

- Use a Bracket-Structure:
 - „I am going to talk about X“
 - <Talk about details of X>
 - „We’ve covered interesting points of X.“
- Provide:
 - Small Chunks
 - References
 - Summaries

Presentation: Voice & Eye

- Stand tall
- Breathe in before you speak
- Let eyes wander over the audience
- Speak as loud as you reasonably can

Presentation: Top & Flop

- **Never**

- Talk to the wall
- Read of your notes

- **A Good Presentation**

- looks easy, smooth & ad-hoc, but
- is rehearsed to the finest detail.

Stage Fright

- Excitement is **normal**
- Everything is under control
(psychoregulative practice)...
- „You are competent.“
- „You have something to say.“
- „You are happy to pass on your knowledge.“
- „After the talk your job is done.“
- „You can only win.“
- Practice, practice, talk, practice, ...
- Use every opportunity

Backups and Safety-Nets

- Have a filler slide you can jump to
- Hand back the awkward question:
 - „Could you give me a bit more detail on that? I am not quite sure I understand the goal of your question.“
 - „I am not versed in the technical details of this. Does someone have an answer for this case?“
- Have a toy in your pocket
- Use a joke as a starter (prepare verbatim)
- Look at „noddors“ not at „dozers“

Summary

- A presentation is a performance for an audience
- Time / 3 min = max. slide number
- Prepare readable slides
- Prepare location
- Talk to and look at the audience
- Content: Provide Redundancy
- Excited? – Everything is Under Control...
- Use Tricks against Excitement

How do I assess a Presentation?

A Key to Constructive Criticism.



Organisation 1

- **Introduction:** Is there an overview? Is the goal clear? Is there an introduction to the topic?
- **Main Content:** Is the talk well-sectioned? Are there intermittent summaries?
- **Closing:** Is there a final summary? Are there discussion points?
- **Questions:** Have questions of the audience been addressed? How helpful were the answers?
- **Bonus:** Was this talk especially interesting / informative / well designed?

Organisation 2

- **Duration:** Is the talk too long / too short?
- **Speed:** Are slides shown too quickly / slowly?
- **Preparation:** Are speakers well-coordinated or is there slide skipping / flipping / hopping?
- **Style:** Are the presenters motivated? Do they read or speak free?
- **Finish:** Did the presentation close in a dignified manner or with an abrupt bang?

Visualisation

- **Readability:** Are the slides easily readable? Are fonts, sizes and colours reasonable?
- **Allocation:** Does every slide can contain roughly the same amount of information?
- **Figures:** Are there figures or diagrams that explain complex subject matter?

Content

- **Competence:** Has the the speaker investigated the subject or is the talk just ,reeled off“?
- **Scope:** Does the talk have breadth/width?
- **Context:** Is the connection to the course subject visible? Are there cross-references?
- **Focus:** Do central topics have prominence or have marginal aspects been highlighted?
- **References:** Are ,links‘ provided? Do I know where to find out more about the subject?
- **Goal:** Has an educational goal been reached? Am I any smarter now than Iwas before?