PRESENTATION

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Contents

- General information
- Some flaws in preparing presentation materials
- Effective Scientific Presentation Skills
- Conclusions

General Information

- Some information for MS by taught course
  - → Seminar Marking Scheme (Pre-Project)
  - → Seminar Marking Scheme (Project)
  - → Guidelines to Write a Brief Paper for Masters Project Seminar Presentation
- Some information for MS by research and PhD student
  - → Evaluation Report for MS/PhD
  - → Evaluation Report for Fast Track PhD

Master Pre-Project (Taught Course) – MA*x* 0013
Faculty of Civil Engineering, Universiti Teknologi Malaysia
Seminar Marking Scheme (10%)

Student's Name : _____

Supervisor's Name : _____

Title : _____

Panel's Name : _____

Date : _____

Time : _____

a) Writing quality and suitability of paper content (Technical Paper) (5%)	**b) Argument** (5 %)	**Total** **(10%)**

Evaluation Criteria

a) Technical Paper

- Introduction & Background of the problem
- Literature Review
- Research Methodology
- Discussion & Project Planning
- Conclusion
- Technical Paper must be submitted to each panel member before the due date

b) Argument

- Problem Statement & Scope of Study
- Objectives
- Literature Review
- Research Methodology
- Hypothesis

Comments/Suggestions : _____

Signature : _____

Note : Please thick (**/**)

☐ **Proposal Accepted**

☐ **Proposal Rejected**

☐ **Proposal Accepted with correction**

Master Project (Taught Course) – MA*x* 0024
Faculty of Civil Engineering, Universiti Teknologi Malaysia
Seminar Marking Scheme (30%)

Student's Name :

Supervisor's Name :

Title :

Panel Chairperson : Date :

Panel Member 2 : Time :

Panel Member 3 : Venue :

Technical Paper (5 %)	***Seminar (25 %)***			
a) Writing quality and suitability of paper content	**b) Argument** (15 %)	**c) Presentation** (5 %)	**d) Question and Answer** (5 %)	**Total (30%)**

Evaluation Criteria

a) Technical Paper

- Introduction and Background of the problem
- Literature Review
- Research Methodology
- Result and Discussion
- Conclusion
- Technical Paper must be submitted to each panel member before the due date

b) Argument

- Background and Objectives of Study
- Literature Review
- Data Collection and Analysis
- Result and Discussion
- Contribution and Conclusion

c) Presentation Skills

- Preparation
- Fluency
- Clear
- Confidence
- Motivation

Comments/Suggestions :

Signature :

Name of Panel Member :

For Chairman's note : Please thick **(⁄)**

☐ **Pass**

☐ **Fail**

☐ **Conditional: Project Report to be checked by Panel Members**

Guidelines to Write a Brief Paper for Masters Project Seminar Presentation

- This handout describes an organisational structure required to write a brief paper for Masters Project Seminar Presentation, Faculty of Civil Engineering, Universiti Teknologi Malaysia. The paper must be written in English and the authors should aim at a maximum of 5 pages. The contents of the paper are as follows :

Title

CONTENTS	REQUIREMENTS, ADVICE
• Describe contents clearly and precisely. • Provide key words for indexing.	• **Avoid** wasted words. **Avoid** abbreviations and jargon.

Abstract

CONTENTS	REQUIREMENTS, ADVICE
The whole report in miniature, minus specific details-- • **State main objectives.** (What did you investigate? Why?) • **Describe methods.** (What did you do?) • **Summarise the most important results.** (What did you find out?) • **State major conclusions and significance.**	**Do not include** references to figures, tables, or sources. **Do not include** information not in report. Maximum length: **150 words**. **Process:** Extract key points from each section. Condense in successive revisions.

1.0 Introduction

CONTENTS	REQUIREMENTS, ADVICE
What is the problem? • Describe the problem investigated. **What are the aim and objective(s)?** • State clearly the main aim and objectives of your research. **Why is it important?** • Review relevant research to provide rationale. (What conflict or unanswered question, untried method in existing research does your experiment address? What findings of others are you extending?) **What solution (or step toward a solution) do you propose?** • Briefly describe your experiment: hypothesis(es), research question(s); general experimental design or method; justification of method if alternatives exist.	**Move from general to specific--**problem in research literature **-->** your experiment. **Engage your reader**: answer the questions, "What did you do?" **Make clear the links** between problem and solution, question asked and research design, prior research and your experiment. **Be selective**, not exhaustive, in choosing studies to cite and amount of detail to include.

2.0 Methods

CONTENTS	REQUIREMENTS, ADVICE
How did you study the problem? **What did you use?** **(May be subheaded as Materials)** What materials, subjects, and equipment (concrete, apparatus, etc.) did you use? **How did you proceed?** **(May be subheaded as Methods or Procedures)** What steps did you take? (These may be subheaded by experiment, types of testing, etc.)	**Provide enough detail for replication.** Include, for example, dimensions, strength, sources (manufacturer, location), chemicals and apparatus. **Order** procedures chronologically or by type of procedure (subheaded) and chronologically within type. **Use past tense** to describe *what you did*. **Quantify** when possible: density, weight, concentrations, measurements, amounts (all metric); times (24-hour clock); temperatures (centigrade). **Don't** include details of common statistical procedures. **Don't** mix results with procedures.

3.0 Results

CONTENTS	REQUIREMENTS, ADVICE
What did you observe? For each experiment or procedure-- • **Briefly describe experiment** without detail of Methods section (a sentence or two). • **Report main result(s)**, supported by selected data-- **Representative:** most common **Best Case:** best example of ideal or exception	**Order** multiple results logically-- • from most to least important • from simple to complex **Use past tense** to describe *what happened.* **Don't** simply repeat table data; **select.** **Don't** interpret results. **Avoid** extra words: "It is shown in Table 1 that X induced Y" **-->** "X induced Y (Table 1)."

4.0 Discussion

CONTENTS	REQUIREMENTS, ADVICE
What do your observations mean? **Summarise** the most important findings. **What conclusions can you draw?** • What patterns, principles, relationships do your results show? • How do results relate to expectations and to literature cited in Introduction (agreement, contradiction, exceptions)? **How do your results fit into a broader context?** • What theoretical implications do your results have? • What practical applications might your results have? • Can you extend your findings to other situations? Do they help us understand a broader topic?	**Move from specific to general--** your finding(s) **-->** literature, theory, practice. **Don't ignore or bury the major issue.** Did the study achieve the goal (resolve the problem, answer the question, support the hypothesis) presented in the Introduction? **Make explanations complete.** • Give evidence for each conclusion. • Discuss possible reasons for expected and unexpected findings. **Don't** overgeneralise. **Don't** ignore deviations in your data. **Avoid** speculation that cannot be tested in the foreseeable future.

PAPER TITLE HERE (STYLE - HEADING 1)

Author names go here - use an asterisk, dagger, etc., for reference to affiliation at the foot of the page. Use for example: † and ‡ and * and +.

Abstract: *Click here and key the text of your abstract (style - abstract). This should present an overview of the paper, summarising its aims and should not exceed 15 lines.*

1. PLACE HERE FOR FIRST HEADING (STYLE - HEADING 2)

Your text starts here - this is 'normal' text without a first line indent. Simply select/highlight this paragraph and your own text can be keyed in its place. All styles, whether text or heading can be applied by placing the cursor in the appropriate text and clicking on the style in the window to the left of the type face box.

All body text (that is, standard text which does not require special formatting as in lists, tables, quotes, etc.) is justified left and right (often called fully justified) and the first line of the first paragraph after a heading is not indented, i.e. is flush left; the font used is Times/Times New Roman, 10pt; subsequent paragraphs within the same section will have the first line indented, by 5 mm.

Subsequent paragraphs can be keyed and then by clicking on the style 'indented' the first line indent is automatically inserted. Inserting a return for a new paragraph continues with the same style.

1.1 Next order of heading (style - heading 3) Use of the template

Once loaded, the template provides an easy way of setting out your contribution. Text can be keyed as normal or copied from your original document. Then, by placing the cursor in the appropriate paragraph, a single click on the text style will format the words automatically. Also one can select several paragraphs and apply the same style to them all. This ensures all parameters are constant, but in the easiest possible way; font style and size, line spacing, margins, paragraphs, indents, running-heads, etc. are all preset. It is, nevertheless, important to send a hard copy/print-out of your paper to ensure that nothing is lost in the transfer between computer systems.

Equations created in Word's equation editor can be dropped in and then centred using preset tabs (style - Equation). This is a straightforward method of dealing with equations and formulae. The equation number is placed to the right hand side, in brackets:

$$\sigma_{\mathrm{th}} = \left(\frac{E\gamma}{a} \right)^{1/2} \qquad (1)$$

There are default font sizes used in equations: for example 18pt for capital symbol; 12pt for ordinary characters; 7pt for sub and superscripts and 5pt for sub/subscripts. Bold type is used for vectors and matrices and italic for variables. Greek letters can be typed in the font Symbol, with lower case being italicised.

Tables can be included in the body of the text and the caption is placed above the table, ranged centred with *Table* in italics, followed by the caption itself. Tables are best placed at the foot or top of a page but can be placed in the text if necessary, in which case there should be a line space after the table. Each column of the table should be clearly headed and incorporate the appropriate symbols and the units in which the quantities are measured. Captions that require more than one line should have second and subsequent lines indented to start beneath the first letter of the caption on the first line:

† and ‡ and * and +: The authors' affiliations go in this frame (which should be placed at the foot of the first page), each referring to the authors' names by means of an asterisk, dagger, etc.

Table 1 Values of global evaluation parameters obtained for selected specimens

Specimen code	F_u (N)	□ (%)	□□1 (□ m)	E (N.mm)	DCI (counts/N mm)
M 1826	4000	77	1.1	217	50
FM 1824	4010	27	1.5	451	13

Figures are placed together at the end of the paper, following the text and references. Captions are written using the normal style, with the caption set out as for tables.

Figure 2 Collection of creep rupture date for the three A201 steels, together with estimated lower bound limits to literature data.

ADDITIONAL IMPORTANT INFORMATION

Illustrations

Your paper may contain line drawings and/or photographs (half-tones). If these have been prepared using a software package (particularly for line drawings), it is feasible to import these into your paper and reduce them to an appropriate size.

Captions should be placed beneath the illustrations.

Page numbering

In order to prevent problems during handling of the many text contributions it has certain advantages if each page carries an authors name and a consecutive page number on the rear side. Please use a soft pencil in order to avoid imprinting.

Page limitation

Authors should aim for a limitation to 5 pages.

UTM(PS)-01/94

LAPORAN PENILAIAN PERINGKAT PERTAMA PENYELIDIKAN
UNTUK IJAZAH SARJANA / DOKTOR FALSAFAH
DI FAKULTI KEJURUTERAAN AWAM
(EVALUATION REPORT ON RESEARCH PROPOSAL
FOR MASTER / DOCTOR OF PHILOSOPHY DEGREE
IN THE FACULTY OF CIVIL ENGINEERING)

Judul Cadangan Penyelidikan: .....
(Title of Research Proposal)
.....

Nama Pelajar : .....
(Name of Candidate)

No. Kad Pengenalan : .....

Program Pengajian : .....
(Programme of Study)

Saya/Kami, sebagai Panel Penilai Peringkat Pertama Penyelidikan kepada pelajar di atas, telah menilai
(I/We, as the Panel for Evaluation of Research Proposal for the above student, have evaluated the

Cadangan Penyelidikannya untuk Ijazah.....
Student's Research Proposal for the degree of

pada ...../...../20..... dan telah mencapai satu keputusan seperti yang
on *and arrived at the decisions as stated*

terdapat dalam LAMPIRAN A
in attachment A)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Pengerusi Panel : .....
(Chairman)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Panel I : .....
(Assessor)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Panel II : .....
(Moderator)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Panel III : .....
(Supervisor)

LAMPIRAN

LAPORAN PENILAIAN PERINGKAT PERTAMA PENYELIDIKAN
UNTUK IJAZAH SARJANA / DOKTOR FALSAFAH
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Judul Cadangan Penyelidikan : .....
(Title of Research Proposal)
.....

Nama Pelajar : .....
(Name of Candidate)

No. Kad Pengenalan : .....
(Identification No)

Program Pengajian : .....
(Programme of Study)

Saya/Kami, perakukan bahawa (Sila tanda di kotak berkenaan)
I/We, recommend that the student (Please mark in appropriate box)

☐ cadangan penyelidikan diterima ;
(the research proposal is accepted)

☐ cadangan penyelidikan diterima dengan pembetulan ;
(the research proposal is accepted with amendments)
(butir pembetulan diberikan di bawah)
(details of amendments are given below)

☐ cadangan penyelidikan ditolak (alasan penolakan diberikan di bawah) ;
(the research proposal is no accepted (the reasons for ejection are given below)

Butir pembetulan atau alasan penolakan cadangan penyelidikan (guan kertas tambahan jika perlu) :
(Details of amendments or reasons for the rejection of the proposal (use additional pages if necessary)

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RESEARCH PROPOSAL PRESENTATION
FACULTY OF CIVIL ENGINEERING

RESEARCH PROGRESS ASSESSMENT

Student's Name: _____

Main Supervisor: _____

Study Programme: *Master / PhD**

Proposed Title of the Research: .....

.....

Please rate/comment the candidate on the following basis:

Criteria:	Rating *(please tick one of the scales)*	Remarks
1. Understanding - e.g., *ability to demonstrate his/ her understanding about the topic, aim & objectives of the research, terminologies, etc.*	*Very Poor* (1) (2) (3) *Fair* (4) *Excellent* (5)	
2. Literature Review - e.g., *extensiveness of the reading materials, sources, up-to-date references, critical discussion, etc.*	(1) (2) (3) (4) (5)	
3. Appreciation of the problem in relation to the published work and established practices - e.g., *problem statement, importance of the research, applications, etc.*	(1) (2) (3) (4) (5)	
4. Methodology - *How the method of research (e.g. experiments, theories, etc.) relates to the objectives set out in the beginning?*	(1) (2) (3) (4) (5)	
5. Scope/elements of the research - e.g., *is it reasonably sufficient for the study programme?*	(1) (2) (3) (4) (5)	
6. Implementation Planning - e.g., *is it possible for the student to complete the task within the typical period of time? executable, etc.*	(1) (2) (3) (4) (5)	
7. Presentation Skill - e.g., *confidence, fluency, alertness in discussion, etc.*	(1) (2) (3) (4) (5)	

Other comments or suggestions:
(e.g., Is the student motivated?, improvements?, etc.)

Name & Initial: _____ Date: _____

LAPORAN PENILAIAN PERBENTANGAN 'FAST TRACK' DOKTOR FALSAFAH
(EVALUATION REPORT ON FAST TRACK PRESENTATION DOCTOR OF PHILOSOPHY
FACULTY OF CIVIL ENGINEERING

Judul Cadangan Penyelidikan: .....
(Title of Research Proposal) .....

Nama Pelajar : .....
(Name of Candidate)

No. Kad Pengenalan : .....

Program Pengajian : .....
(Programme of Study)

Saya/Kami, sebagai Panel Penilai Semester Pertama Penyelidikan kepada pelajar di atas, telah menilai
(I/We, as the Panel for Evaluation of Research Proposal for the above student, have evaluated the

Cadangan Penyelidikannya untuk Ijazah.....
Student's Research Proposal for the degree of

pada ...../...../20..... dan telah mencapai satu keputusan seperti yang
on *and arrived at the decisions as stated*

terdapat dalam LAMPIRAN A
in attachment A)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
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(Signature) *(Date)*
Nama Panel I : .....
(Assessor)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Panel II : .....
(Moderator)

Tandatangan : ..... Tarikh : .....
(Signature) *(Date)*
Nama Panel III : .....
(Supervisor)

LAPORAN PENILAIAN PERBENTANGAN 'FAST TRACK' DOKTOR FALSAFAH
(EVALUATION REPORT ON FAST TRACK PRESENTATION DOCTOR OF PHILOSOPHY
FACULTY OF CIVIL ENGINEERING

Tajuk Cadangan Penyelidikan: .....
(Title of Research Proposal)
.....

Nama Pelajar : .....
(Name of Candidate)

No. Kad Pengenalan : .....
(Identification No.)

Program Pengajian : .....
(Programme of Study)

Saya/Kami, sebagai Panel Penilai kepada pelajar di atas, telah menilai cadangan penyelidikannya pada .....dan telah mencapai satu keputusan seperti yang berikut :
(I/We, as the panel to the above student, have evaluated student's Research Proposal on .....and arrived at the decission as stated below :)

Saya/Kami perakukan bahawa (Sila tanda di kotak berkenaan)
(I/We recommend that the student (Please tick in appropriate box))

☐ Cadangan penyelidikan diterima
(The research proposal is accepted)

☐ Cadangan penyelidikan diterima dengan pembetulan
(The research proposal is accepted with correction)

☐ Cadangan penyelidikan ditolak (alasan penolakan diberikan di bawah) :
(The research proposal is not accepted (the reason for rejection are given below)

Butir pembetulan atau alas an penolakan cadangan penyelidikan (guna kertas tambahan jika perlu) :
(Details of amendments or reasons for the rejection of the proposal (use additional pages if necessary)

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FAST TRACK RESEARCH PROPOSAL PRESENTATION
FACULTY OF CIVIL ENGINEERING

Student's Name: _____

Main Supervisor: _____

Study Programme: *PhD*

Proposed Title of the Research: .....

.....

Please rate/comment the candidate on the following basis:

Criteria:	**Rating** *(please tick one of the scales)*	**Remarks**
1. Understanding - e.g., *ability to demonstrate his/her understanding about the topic, aim & objectives of the research, terminologies, etc.*	***Very Poor*** ① ② ③ ④ ⑤ ***Fair*** ***Excellent***	
2. Literature Review - e.g., *extensiveness of the reading materials, sources, up-to-date references, critical discussion, etc.*	① ② ③ ④ ⑤	
3. Appreciation of the problem in relation to the published work and established practices - e.g., *problem statement, importance of the research, applications, etc.*	① ② ③ ④ ⑤	
4. Methodology - *How the method of research (e.g. experiments, theories, etc.) relates to the objectives set out in the beginning?*	① ② ③ ④ ⑤	
5. Scope/elements of the research - e.g., *is it reasonably sufficient for the study programme?*	① ② ③ ④ ⑤	
6. Implementation Planning - e.g., *is it possible for the student to complete the task within the typical period of time? executable, etc.*	① ② ③ ④ ⑤	
7. Presentation Skill - e.g., *confidence, fluency, alertness in discussion, etc.*	① ② ③ ④ ⑤	

Other comments or suggestions:
(e.g., Is the student motivated?, improvements?, etc.)

_____

_____

Recommendation to continue PhD

_____

_____

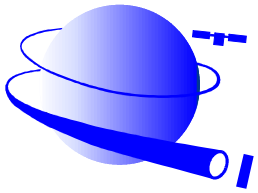
Name & Initial: _____ Date: _____

Some Flaws

- Meeting and discussion with supervisor are rarely conducted
- Grammatical error $\rightarrow$ Google Translator
- Formatting technical papers
- Lack of presentation practice $\rightarrow$ time management, gesture, self-confidence
- Last minute preparation

Effective Scientific Presentation Skills

Anne Roc'h and Rajeev Roy
Telecommunication Engineering
University of Twente



TELECOMMUNICATION
ENGINEERING

University of Twente
The Netherlands

We may not be experts at public speaking, but we are all experts at listening to talks

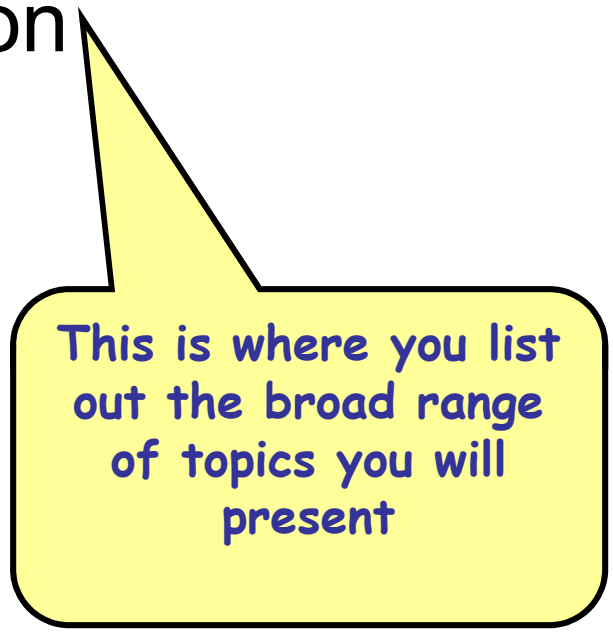
Susan McConnell

Department of Biological Sciences

Stanford University

Contents

- Introduction
- Structure of a presentation
- Key points for a presentation
- Key tips for slides



Introduction

- This presentation is about how to give an effective scientific presentation !
- Why is it important
  - You would like to “sell” your work
- How to do it
  - Some ideas and tips on how to do a presentation and how not to do it are presented.

Start with an introduction. This is important to build up a context to what you will be presenting

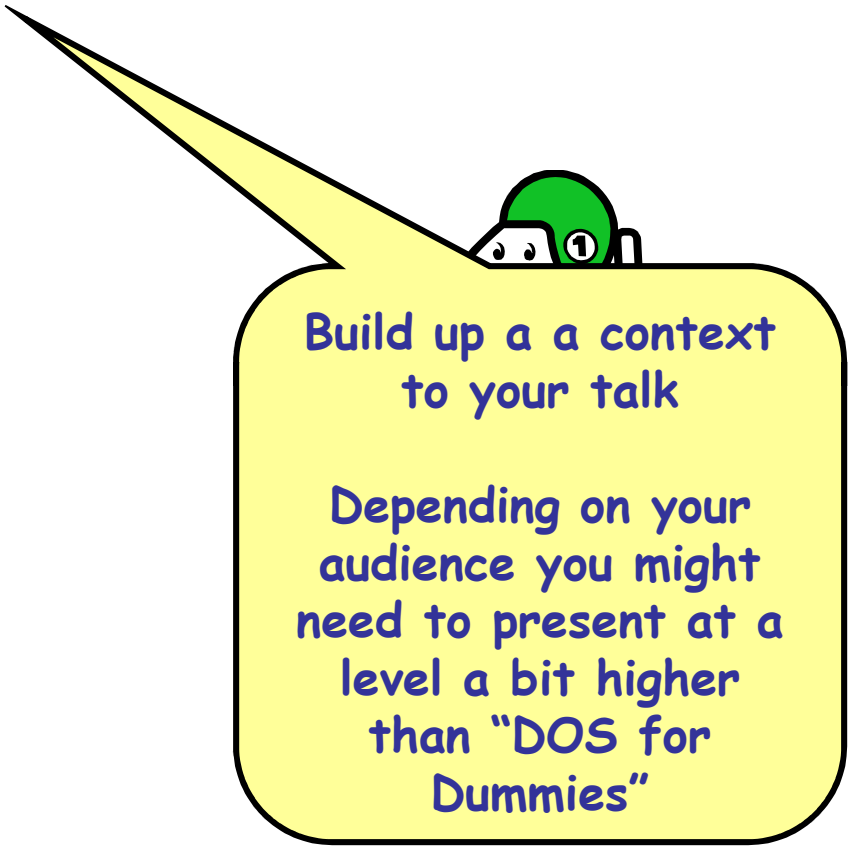
Start general, go to specifics and then end general

Contents

- Introduction
- Structure of a presentation
- Key points for a presentation
- Key tips for slides

Structure of the presentation

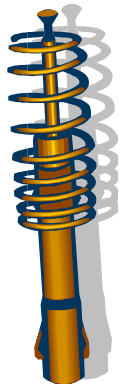
- Start General
  - This is a car



Structure of the presentation

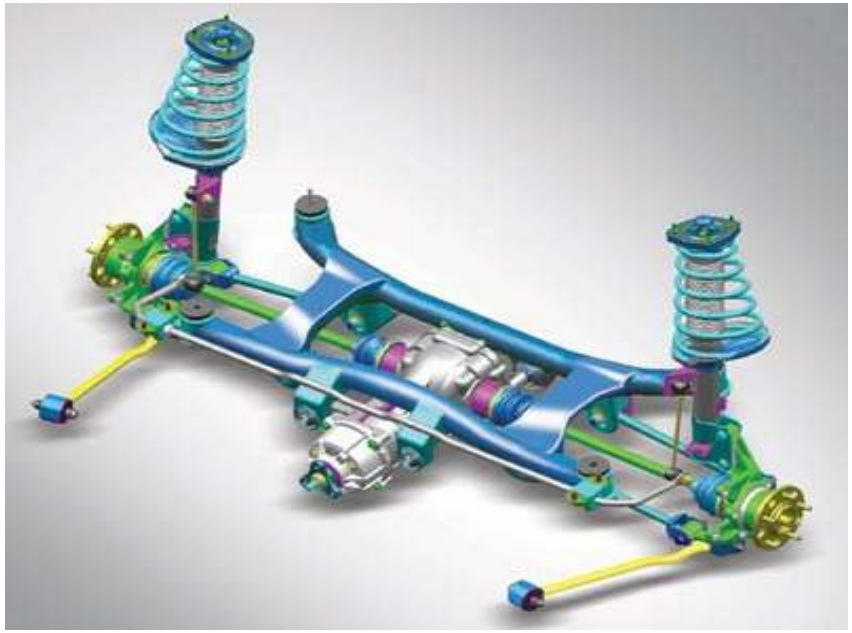
- Go into specifics
  - Cars need a suspension

  - Most front wheel drive cars have a McPherson Strut suspension



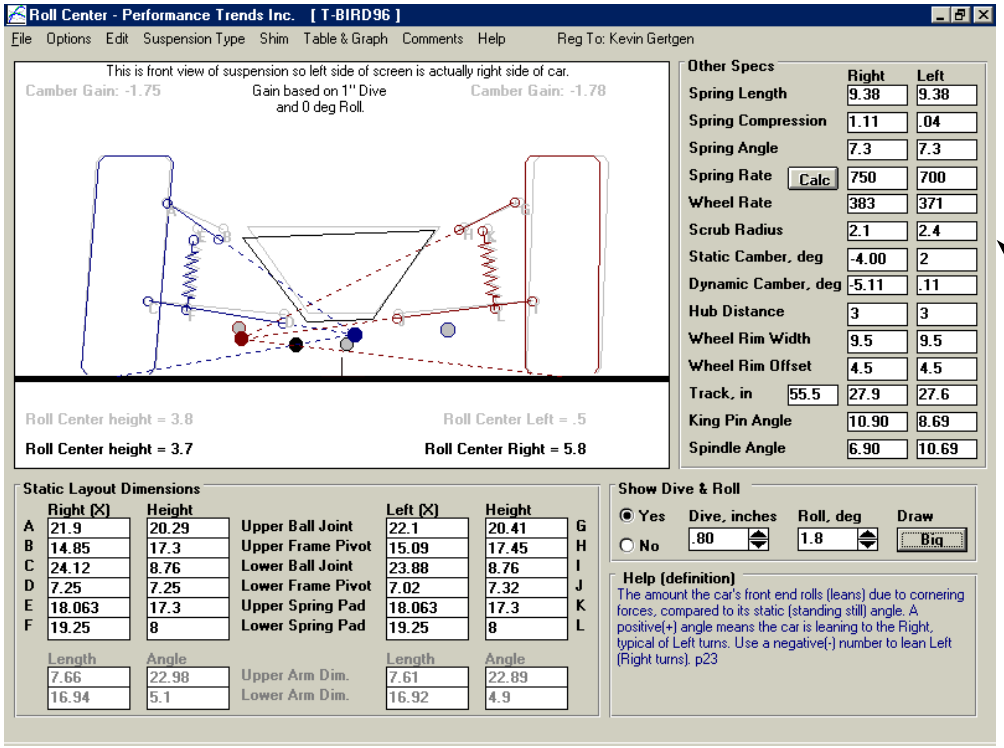
Structure of the presentation

- Go into more details



Structure of the presentation

- Go into even more details



Feel free to use more slides when illustrating details

Do not clutter one slide…

Structure of the presentation

- What to do if you are starting with your work and do not have details?
  - Start with the general build up of context
    - What is your project about
  - Go to specifics… Ooops !!! There are no specifics
    - If you don't have enough work done to present, then state your goals and objectives that you intend to achieve. Discuss with your peers and seniors.

Try to be creative. The audience wants to know about what work you will be doing ……..

Contents

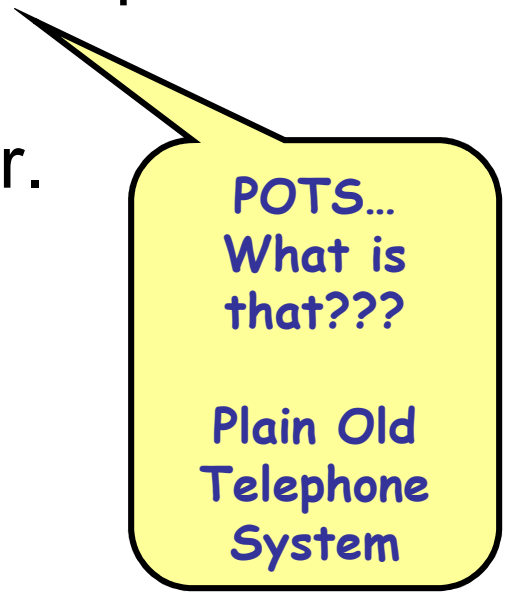
- Introduction
- Key points for a presentation
- Structure of a presentation
- Key tips for slides

Highlight the next topic you are going to present. This gives clarity to the audience as to where you are in the presentation

Don't forget to number your slides ! You might also want to include the total number of slides that you want to present 5/50

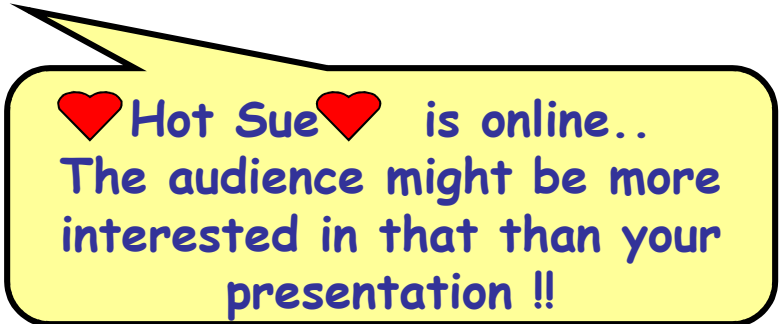
Key points for a presentation

- Who is the audience?
  - Do not expect every one to be an expert in the field
  - Do not underestimate them either.
- How much time do you have?



Key points for a presentation

- Are you prepared for the technical devices to use: Laptop, Beamer, Pointer ….
  - Be comfortable with the devices you need to use
- Be aware that you are in a public form. Maintain some decorum.
  - Mobile phones (Unless you are a VIP), Instant chats …..



Audience

- Why and to whom are you giving this presentation?
- What do you want the audience to learn?
  - Think about this as you construct your talk
  - Edit your slides -- delete what is unnecessary, distracting, confusing, off point

Presenting Your Methods, Data, and Results

- Methods, Instrumentation
  - For most talks, only present the minimum
- Data Tables
  - Tables are useful for a small amount of data
  - Include units
  - Indicate data source if they are not your own
  - But tables are often used badly …

Preparing Your Data, continued

- Figures
  - ‘1 figure ≈ 1000 words’
  - Figures should be readable, understandable, uncluttered
  - Keep figures simple, use color logically for clarification
    - Blue = cold, red = warm, dark = little, bright = a lot
    - Invisible color
    - Meaning attached to colors (color blindness is more common than you think
  - Explain axes and variables
  - Include reference on figure

Preparing the Presentation

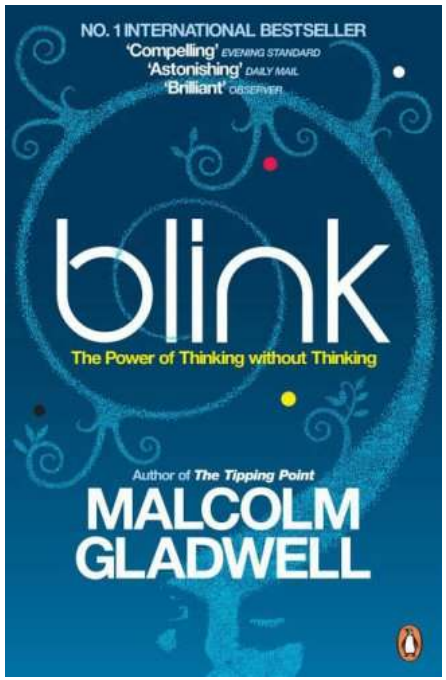
- Average not more than 1 slide per minute
- MS Powerpoint is now standard
  - If you use something else, be careful to check it in advance
- No sounds! Some logical animations good
- Use 3-7 bullets per page
  - Avoid writing out, and especially reading, long and complete sentences on slides because it is really boring to the audience
- Slide appearance (font, colors) should be consistent
- Spell-check

Preparing Yourself...

- Immerse yourself in what you are going to say
  - Web of Science/Google it: use the latest news
- Make sure you are familiar with the projection equipment, remote control and Powerpoint
  - Bring your presentation on a memory stick AND a laptop with power supply AND an extension cord …

What to Wear …

- Dress up – maybe wear a jacket?
  - More formal attire makes you appear more authoritative and you show you care enough to try to look nice
- From "Ask Dr. Marty" AnimalLabNews (Jan-Feb 2007)
  - Dark clothes are more powerful than light clothes
  - Shirts or blouses with collars are better than collarless ones
  - Clothes with pressed creases (!) are signs of power



Print Your Slides

- Don’t read the presentation
- Print out copies of your slides (‘handouts’)
  - You can annotate them and use them as notes
  - You can review them as you’re waiting
  - If everything crashes – the bulb blows, you can still make your main points in a logical way

Rehearsing

- **Practice – actually stand up and say the words out loud**
  - You discover what you don't understand
  - You develop a natural flow
  - You come up with better phrasings and ways to describe things
    - It is harder to explain things than you think, practicing helps you find the words
  - Stay within the time limit
  - Try speaking too loud to get a feeling where the upper limit is
- **Don't over rehearse or memorize the talk**
  - The first practice things will improve at least 10 fold -- the second will make things twice as good -- the third may add a bit of polish, but from there it can easily get worse

Giving the Presentation

- Starting out is the hardest part of the talk
  - To get going, memorize the first few lines
  - *“Hello, I’m Stephanie Pfirman. The title of my presentation is, ‘The Arctic Marginal Ice Zone.’ The edge of the pack ice is the most dynamic, the most productive, and – unfortunately -- the most vulnerable region in the Arctic.”*

Giving the Presentation

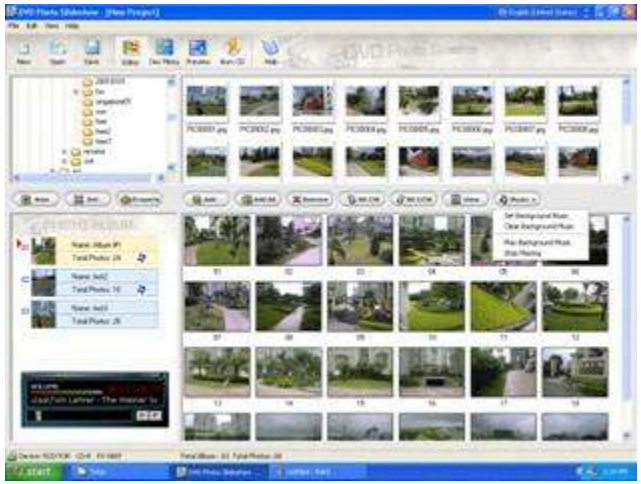
Experienced speakers:

- Speak freely and look directly at audience

Inexperienced speakers:

- Put outline and key points of your presentation on your slides
  - You don’t have to remember what to say
  - Eyes are on the slide not on you
  - Key points are there for people who weren’t listening or who are visual learners

Giving the Presentation



- Stand where the figures can be seen
- Look at people during presentation
- Be enthusiastic
- Don’t worry about stopping to think
- Don’t rush
  - Figure out which slide is your half-way mark and use that to check your time

Giving the Presentation

- Don’t apologize or make comments about yourself
  - “I hope you’re not bored”
  - “I was working on this ‘til 3 am”
- Don’t overuse the pointer
- Don’t try to be cute and don’t force being funny
- Don’t forget acknowledgements, always give proper credit
  - Tip: Everyone in the audience has come to listen to your lecture with the secret hope of hearing their work mentioned

Concluding Your Content

- Announce the ending so that people are prepared
  - For example, with a slide titled “Conclusions”
  - Or by saying, “In my final slide …” or “My final point is …”
- Have only a few concluding statements
- Come back to the big picture and summarize the significance of your work in that context
  - Extend logically beyond your limited study – but don’t overreach
- Open up new perspective
  - Describe future work, raise questions, potential implications

Finishing Your Presentation

- Think carefully about your final words and how to finish your presentation strongly
  - Don't just drift off … "I guess that's all I have to say …"
  - You may want to actually memorize your ending lines, just as you do your starting points
- Ending your talk
  - Say "Thank You" … pause for applause … then
  - Say: "Any questions?"

Contents

- Introduction
- Structure of a presentation
- Key points for a presentation
- Key tips for slides

- Font
  - **The quick brown fox jumps over the lazy dog**
  - **The quick brown fox jumps over the lazy dog**

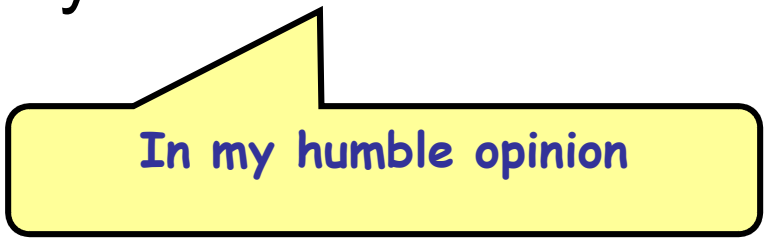
Try to use "Sans Serif" fonts.

  - **The quick brown fox jumps over the lazy dog**
  - **The quick brown fox jumps over the lazy dog**

Try to avoid "Serif" fonts. These take longer to read. "Serif" fonts have a typeface with a small stroke at end of the letters

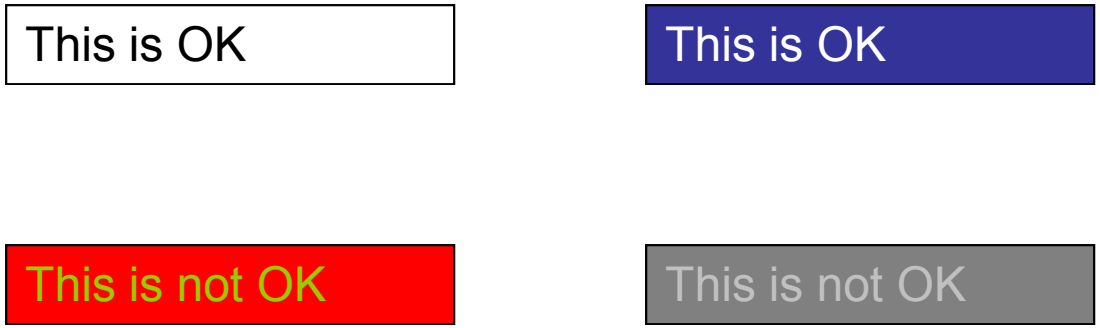
- To **Bold or** not to Bold
  - You can chose to use **Bold** letters to highlight words
  - If you want to typeset in **Bold** then keep in mind the Font and Font Size
  - **This does not look that good**
  - **This looks okay**

- CAPITAL ERROR
  - AVOID WRITING WHOLE SENTENCES IN CAPITALS. IT IS LESS READABLE AND MORE AGGRESSIVE
  - This is already much more readable
  - Use capitals for acronyms IMHO



- Font Size
  - Make sure it is readable to your entire audience
    - 18 point
    - 20 point
    - 24 point
    - 28 point
    - 32 point
    - 36 point

- There should be contrast in written text against the background



- Give space in your slides.
- If you use any logos and picture ensure that they have a good resolution
- For smaller audiences it might be a good idea to give handouts to make the talk more personal

Conclusion

- This concludes a presentation on giving good presentations
  - A bit of talk on key points for a presentation
  - And then a bit of structure of the presentation
  - And lastly a bit of talk on aesthetics to keep in mind for a presentation

End of Presentation

ご清聴ありがとうございました