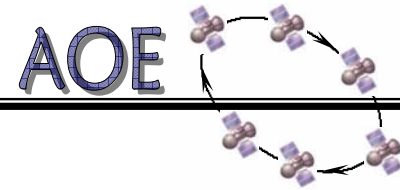


# Making a Presentation

Chris Hall  
AOE 4065



## Overview

- Organizing the presentation
- Formatting the presentation
- Giving the presentation

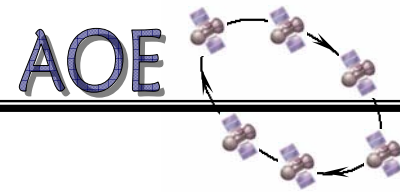
- For a short presentation, an overview might not be needed
- In that case, a good motivation slide is useful

# Organizing

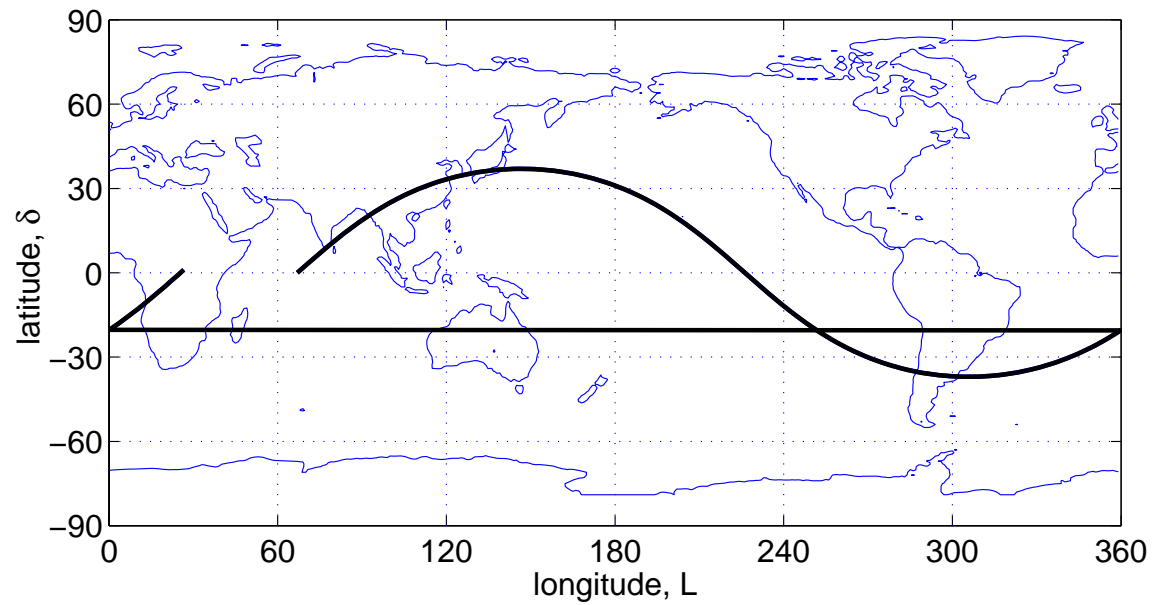
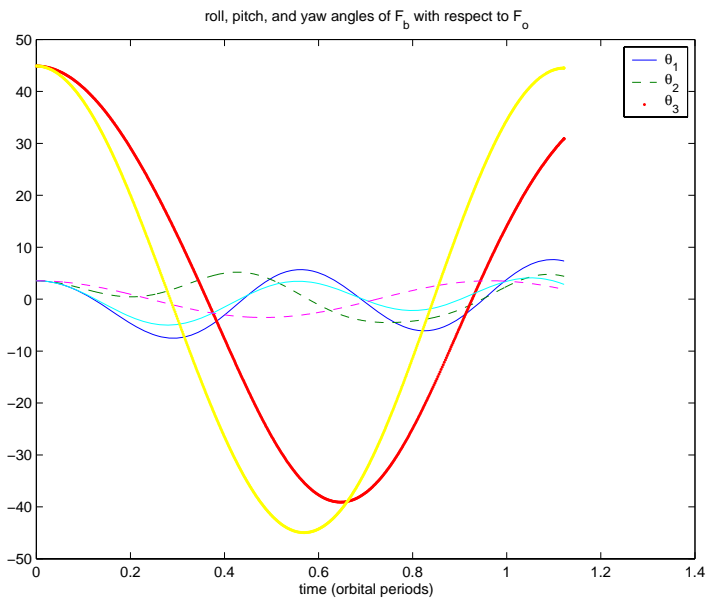
- Know your audience
  - Level of expertise
  - Knowledge about specific topic
- Know how long you're supposed to talk
  - Talk no longer
  - Leave time for questions
  - Roughly 1 slide per 1-2 minutes
- Tell them what you're going to tell them, tell them, and then tell them what you told them
  - Title slide
  - Overview slide
  - Summary slide
  - (don't do this if it's a short presentation)

## Formatting

- Prepare all the slides using a consistent style
- Make sure the fonts are large enough to read from the back of the room (18+ points, NOT 12)
- Don't use too many equations
- Don't make your slides too wordy
- Make your graphics, especially drawings, as clear and legible as you can
- Always use leading zeros in numbers  
0.12 NOT .12
- Don't use too many decimal places  
15 m<sup>2</sup> NOT 15.0369268 m<sup>2</sup>



# Figures



Which is better?

# Presenting

- Introduce yourself
- Introduce your presentation
- Give your overview or motivation
- Give the main body of the talk
- Don't stand beside the projector
- Don't "throw slides away"
- Don't stomp or slap your thigh
- Don't say uh or um or ah too much
- Don't use vague adjectives
- Give your summary and closing

## After Closing

- Your last slide shouldn't be the "Click to restart presentation slide"
- Offer to take questions
- Repeat the question if your questioner is too quiet
- Answer questions clearly, loudly, and honestly
- Don't be afraid to say "I don't know"
- In team presentations, **STAND UP** to answer questions