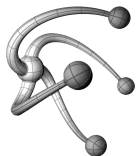


How to give a *short* presentation*

Simon Hollis

Computer Science Department

University of Bristol



* (incorporating “how to make a tedious title slide”, and some examples of bad style)



University of
BRISTOL

The basics

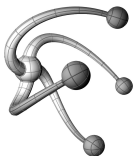
What media are you going to use?

If it's something advanced, check that the room supports it!

And have a backup.

- 'Advanced' includes Powerpoint, Beamer etc.

Our setup in MVB1.06 will support .pdfs, **only** for this course, so be sure to convert Powerpoints etc.



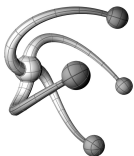
Order your thoughts

Write the topics you want to talk about on a sheet of paper. You can connect them with lines, and should be able to see the dependencies.

Then, try to order your talk in the same way.

Rehearse it to check flow and time.

Don't be afraid to re-order or remove slides.



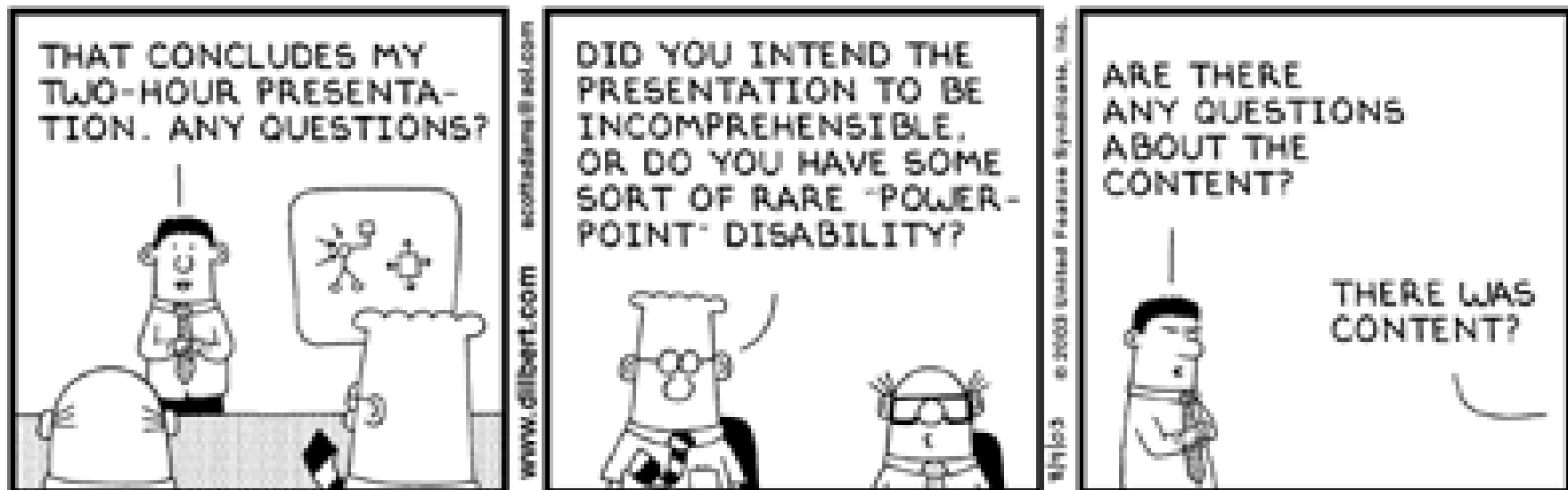
Target your audience

Who's your target audience?

What do they already know about your topic?

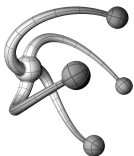
Appeal to the lowest common denominator.

Don't be afraid to expand acronyms and explain elementary (to you!) concepts



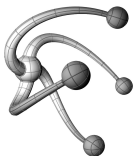
Tips on making good slides

- Keep any text brief, and large. Expand on the slides in your speech.
- Careful choice of fonts: simple, sans-serif & not too many.
- Choose your colours wisely, and as little blue as possible.
- Perhaps those fancy logos at the bottom aren't such a good idea after all
- Any images will need to be really big, and with lots of contrast --- lots of detail? Forget it!



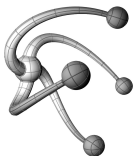
Tips on making good slides

- ✓ Keep the font size at 28pt or above: 32pt is ideal
- ✓ Don't be afraid to split your points onto two slides if it's getting a bit squashed
- ✓ Rule of thumb: each slides takes about 1½ minutes to talk about, so a 5 minute presentation should definitely have no more than 5 slides
- ✗ Don't have too many fancy graphics: do you like my tick-marks? Animations also distract and take time



Tips on making good slides

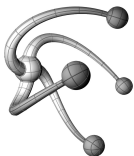
- Hopefully, the previous two slides should have shown you the importance of:
 - Keeping text large
 - Having **no more than three or four bullet points per slide**



Making the presentation enjoyable

You should try to make your presentation as enjoyable as possible for both you and the audience:

- If you are enjoying it, you will be more relaxed and give a better presentation
- If your audience enjoys it, they will be less bored, pay more attention and give more positive feedback

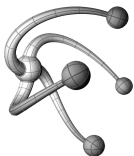


Introduction

This is your first and best chance to sell your idea to the audience. You should answer questions about:

- Motivation:
 - Why this topic is interesting
 - Where the topic came from
 - Why it is important to discuss

Enthusiasm is particularly important in this section

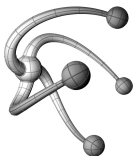


Background

Present your background material, such as:

- History
- Background concepts
- Data points, if relevant

Diagrams can be useful here, if appropriate

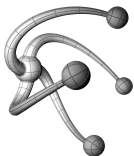


Graphs

If you include a graph, then make sure it has some relevance to the talk, and that axes etc. are properly labelled.

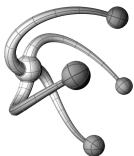
Savage Chickens

by Doug Savage



Your interpretation

- This is the most important section
- We are looking for you to put your own take on the subject matter in hand
- Give your opinions on the subject, interpretations of ideas or data. We want to see original thought
- Perhaps suggest what the future may hold, if relevant



References

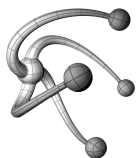
Many people include references to their quoted material.

This is one (almost **the only**) time when it is OK not to write them up, as long as you say something about them in speech, since:

Long reference lists at the end are forgotten and next-to-useless

Embedded information often becomes far too small to read

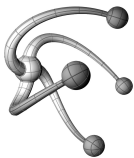
But, have them to hand in case of questions



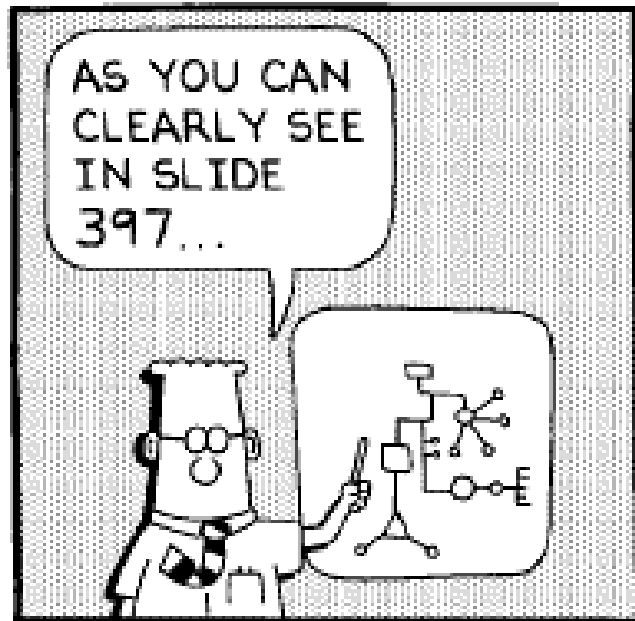
Concluding

A one slide conclusion should summarise your main point, any key results, and your personal take on the material.

There will not be enough space! So write a few bullet points and talk about them!



Don't forget to stop!



www.dilbert.com scottadams@aol.com



sl4jcc © 2000 United Feature Syndicate, Inc.



Copyright © 2000 United Feature Syndicate, Inc.
Redistribution in whole or in part prohibited

