

**COMPUTER ENGINEERING  
DEPARTMENT**

**SEMINAR COE 390**

**HOW TO PRESENT YOUR PROJECT**

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# 1 INTRODUCTION

## 1. Need for presentation and seminars

- Senior design project
- Graduate seminar
- Conference presentation
- Department colloquium

## 2. Importance in academia, business, government, etc.

## 3. Different styles for different people

## 4. Guidelines to assist developing your own

## 5. Organization of this presentation:

- Visual aids
- How to be well prepared
- What to say and how to say it
- Getting through to the audience
- Visual and aural aids
- Time for a reasonable presentation

## **2 VISUAL AIDS**

- 1. PowerPoint as visual aid**
- 2. Make legible transparencies**
- 3. Don't overload transparencies**
- 4. Don't use too many transparencies**
- 5. PowerPoint as visual aid**
  - (a) Presentations must use PowerPoint in COE 390**
  - (b) Consult with Mr. Khalid Mallick for PowerPoint**
  - (c) Try your PowerPoint preparation few days before**
- 6. Make legible transparencies**
  - (a) Use spelling checkers**
  - (b) Show your preparation to your project supervisor**

## 7. Don't overload transparencies

- Transparencies are used for emphasis, resolving ambiguity, and precision.
- A good transparency underlines the key points for the audience
- A good transparency acts as cue-card for the speaker
- Don't put too much on each transparency
- Don't put full sentences
- Write down definition and important issues
- Leave enough time for reading the transparency

## 8. Don't use too many transparencies

- The audience will have no time to digest material
- Your talk contains too much material
- Allow 1 to 2 minutes per transparency
- Avoid showing part of transparency: make two instead
- Use color only when there is some motivation
- Avoid the use of rainbow colors or invisible colors
- "A picture is worth a thousand words"
- Use pictures, tables, and figures

### **3 HOW TO BE WELL PREPARED**

You have selected and organized your material ...

**1. Repetition is a way to clarify misconception**

- (a) Don't be scared of repeating
- (b) Repeat thing in different ways

**2. Phrasing it as a reminder helps learning**

- (a) Don't assume standard results
- (b) Redundancy is useful over noisy channels

**3. Don't over-run**

- (a) 10 minutes for your talk and 5 minutes discussion
- (b) Don't try to cover too much material
- (c) Rehearse to find how much you can cover in time
- (d) Cut technicalities if you are short of time

#### 4. Maintain eye contact with your audience

- (a) Spread your attention throughout the audience
- (b) Periodically glance at the session chair (signals)
- (c) Don't concentrate on one person (even important)

#### 5. Control your voice

- (a) Speak clearly and with sufficient volume
- (b) Don't speak monotone
- (c) Avoid information-free utterances (Um, ah, er)

## **6. Control your motion**

- (a) Show energy and vitality without hyperactive**
- (b) Do not remain rooted on one spot**
- (c) Avoid excessive movement**
- (d) Don't get between the projector and the screen**
- (e) Take care with your appearance**

## **7. Minimize language difficulties**

- (a) Have your advisor to look over your text**
- (b) Avoid speaking from a prepared text**

## **8. Try not to get anxious**

- (a) Make sure you prepare adequately beforehand**
- (b) Practice in front of your friends or/and advisor**
- (c) Slowly read your transparencies before starting**
- (d) Don't pay too much attention to important persons**
- (e) What will be remembered is the quality of your work**



## 4 WHAT TO SAY AND HOW TO SAY IT

### 1. Communicate the key ideas

- New results are obtained by using few ideas
- Plus application of some tools and techniques
- You have been thinking about it for months!
- Emphasize the key ideas in your talk
- Skip details, obvious, and complicated issues

### 2. Don't get lost by the details

- Do not start with technical details
- You were thinking deeply about the project!
- Details are out of place in oral presentation
- Audience expects an overview of the work
- A good talk motivates the listener into reading more

### 3. Structure your talk

- Breakdown your presentation into several parts
- Each part has its own object and style
- Gently steer the audience from one part to another
- A well structured talk is easier to understand
- A well structured talk makes better use of time

### 4. Use a top-down approach

- Template for presentation (top-down fashion):
  - The introduction (general and informal of the project)
  - The body (more informal but abstract description)
  - The technicalities (detailed look at critical parts)
  - The conclusion (concise summary of key results and wraps up the talk)
- Subject, length, author, presenter, and audience
- The introduction and conclusion are standard
- Complicated subjects need more than one pass
- Don't be afraid to be innovative

## 5 HOW TO MAKE AN INTRODUCTION

- Succinctly and accurately **DEFINE** the problem
  - Allocate at least 5 minutes
  - Let the audience understand the problem
- Motivate the audience
  - Explain why the problem is important
  - How the problem fit in a larger picture!
  - How good is the model (if any)!
  - What are the applications!
  - What makes the problem nontrivial!
  - You can return to these issues in the conclusion
  
- Introduce the terminology
  - Terminology and jargon should be minimal
  - All terms must be introduced early
  - Remind the audience of critical points
- Discuss earlier work
  - Refer to earlier work done by others
  - Present previously obtained results
  - A table can be used to summarized others' work
  - Mention the author and date of each reference
  - Compare them with each other and with your work

- **Emphasize the contributions of your work**
  - Don't make the audience search for information
  - They may get it wrong
  - Succinctly state your contribution
  - State the applicability and limitation of your work
- **Provide a road-map**
  - Give a brief guide to your talk
  - Refer to the subject presented
  - Give a short preview of content

## 6 HOW TO MAKE THE BODY

- Abstract the major results in gradual manner
- You may have a little technical here
- Explain the significance of the results
- Sketch the design issues of the crucial results
  - Give a high-level description of your design
  - Emphasize the design structure and techniques used
  
- Technicalities
  - High-level presentation is followed by technical details
  - Avoid the audience getting bored
  - Bring the audience into thinking
  - Choose one example of detailed technical design
  - Present one nontrivial example in a short time
  - Present it carefully and avoid messy details
  - You may fill in the gap (if any)
  - Try to be succinct and clear

## 7 HOW TO MAKE THE CONCLUSION

- **Objective:** round off the talk neatly
  - **Summarize and discuss briefly the results**
  - **Refer to your objectives**
  - **Make critical observations (after the body)**
  - **Give open problems (if any)**
  - **State limitations of your work**
- 
- **Indicate that your talk is over**  
“Thank you. Are there any questions?”.
1. **End your presentation with a period for questions**
  2. **There are three types of questions:**
    - (a) **Genuine request for knowledge**
    - (b) **Selfish question**
    - (c) **Charlatan: to see how you react to criticism under pressure**
  3. **Be polite and prepared in all cases**
  4. **Don't get involved in lengthy exchange**
  5. **Don't be afraid to answer “I didn't know”**
  6. **Remember to thanks those who taught you**
  7. **Remember to thanks those who worked with you.**

## 8 CONCLUSION

- Software tools for presentation and preparation
- Organization of transparencies
- Interacting and addressing the audience
- structuring the technical material
- Top-down approach or other
- Introduce and develop the results
- Concluding on the results and comparison with others