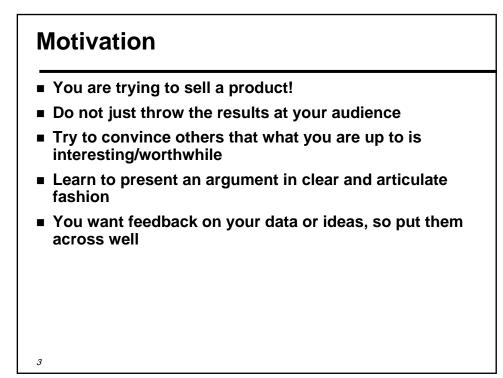
Some Guidelines on How to Deliver a Good Presentation

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Outline

- Motivation
- Before the presentation
- Presentation organization
- Preparing slides
- Delivery of presentation
- Using presentation software
- Question time
- Presentation assessment
- Conclusion



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... Before the Presentation

Organize and structure your presentation

- Break the presentation into several parts
- Use a top-down approach
- Follow a logical structure
- Use BIG standard fonts
- Be consistent with respect to slides style
- Run a spell checker

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- Avoid irrelevant slides
- Review, rework, revise: Give it your best
- Practice, practice, ..., and practice your talk

Presentation Organization

- Outline: A brief guide to the talk
- Introduction: Tell them what you are going to tell them
 - Introduce subject
 - Motivate audience
 - Introduce minimum terminology
- Main Body: Tell them
 - Describe key ideas
 - Explain significance of proposed ideas
- Results: Show supporting data
- Conclusion: Tell them what you told them

Preparing Slides ...

- Need not write full sentences
- Rule of thumb for word charts:
 - No more than seven words per line
 - No more than seven items in a bulleted list
- Do not overload slides
- Do not use too many slides
 Assume 1-2 minutes per slide
- Use duplicate slides rather than back track to a previous slide

... Preparing Slides

- Use visual aids to enhance quality of presentation
- Choose and prepare appropriate visual aids
- Explain ideas with pictures & diagrams
- Use graphs in preference to tables
- Graphs/Diagrams:

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- Use the right kind of graph for the data
- Include a title & make a single and clear point
- Avoid too many symbols and colors
- Use a bare minimum of ticks and numbers on axes
- Use LARGE symbols on plotted points.

Delivery of Presentation ...

Rehearse

- Check that your slides are in the right order and orientation
- Check the animation and the transition between slides
- Check your timing
- Give audience a roadmap and follow it
- Make your voice clear
- Minimize language difficulties
- Speak at the right pace
- Control your voice and motion
- Change your tone as appropriate to stimulate your audience
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Delivery of Presentation Do not read the slides Do not flash slides on the screen Point to details on a slide Make eye contact with as many people as possible Keep facing the audience & interact with them Use phrases to smoothly link one part to the next Try not to get anxious and nervous Multiple rehearsals are key to be relaxed It is normal to be anxious at the start of your presentation Prepare well how you will start your presentation Fit your talk to the allotted time

Using Presentation Software

- Do not let your slide show get the best of you
- Avoid busy backgrounds
- Proper choice of colors
- Use clever builds or reveals of bulleted charts
 - Appear or drop one bullet at a time
 - Do not use word by word animation
- Avoid using images that can slow your presentation
- Clip Arts must be appropriate, well-drawn, and fresh
- Equipment failures
 - Allow time to test equipment and run files
 - Prepare overhead transparencies as backup
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Question Time

- Let your questioner finish the question
- Be prepared to rephrase the question
- Answer questions effectively and smoothly
- Keep you answers short
- Be honest and polite
- Confess your ignorance
- Don't be defensive or attacking
- Deflect hostile questions with an informed response
- Be confident and well-prepared

Presentation Assessment ...

			Needs Improvement		Meets Expectations		Exceeds Expectations
Qı •	uality of Content Audience awareness (interacts with audience: e.g., stepping toward audience and speaking to them, not at them)	•	Does not interact with audience	•	Some interaction with audience	•	Interacts with audience throughout presentation
•	Focus: goal, evidence, conclusion (gives audience a roadmap and follows it)	•	Does not give audience an adequate roadmap of goal, evidence and conclusion	•	Gives audience an adequate roadmap of goal, evidence and conclusion	•	Gives audience very clear road map of goal, evidence and conclusion
•	Transitions (phrases smoothly link one part to the next)	•	Abruptly transitions from one phase to the next	•	Transitions are generally smooth	•	Very smooth Transitions
•	Use of visual aids (to tell the story and enhance the quality of the presentation)	•	Does not use visual aids effectively to tell the story; too much dependency on visual aids	•	Overall, uses visual aids effectively to tell the story; visual aids add to presentation	•	Uses visual aids very effectively to tell the story; visual aids enhance presentation

••	Present	ation Ass	essment	
		Needs Improvement	Meets Expectations	Exceeds Expectations
M	echanics	Does not effectively use	Effectively uses (e.g.'s):	Very effectively uses
•	Body position (e.g., facing audience or screen)	(e.g.'s):Body position (faces screen)	• Body position (faces audience most of the time)	(e.g.'s):Body position (always facing audience)
•	Eye contact (e.g., scanning entire audience)	• Eye contact (not enough, looking down a lot)	• Eye contact (some scanning of audience, looking at people)	• Eye contact (excellen scanning of audience looking at people)
•	Body movement (e.g. hand gestures, stepping back)	• Body movement (lack of gestures, glued to overhead)	Body movement (some hand gestures, steps back f/ OH))	• Body movement (good use of hand gestures, steps back)
•	Visual aids (e.g., clear, not too busy, readable size font)	 Visual Aids (too busy, blurry) 	• Visual Aids (can read clearly, usually not too much material)	 Visual Aids (clear, right amount on each slide)
•	Delivery (e.g., fluency, pace, voice projection, um's, uh's)	 Delivery (too fast, too many um's, not projecting voice, lack of enthusiasm) 	 Delivery (good pace, usually projects voice, some enthusiasm) 	• Delivery (excellent pace, projects voice, great enthusiasm)

	Needs Improvement	Meets Expectations	Exceeds Expectations
uestions Asks audience for questions	Does not ask for questions	Asks for questions	Effectively opens ("I'd be happy to answer questions")
Answers questions effectively and smoothly	Does not answer questions adequately	Answers questions adequately	Answers questions effectively and smoothly

Conclusion Plan and organize your presentation Think simple and focus on key ideas Will it help get the message across? Yes: Do it No: Drop it Give it your best shot and be creative Rehearsal is key for successful presentation Use presentation assessment guidelines