



College of Engineering

GE106: Introduction to Engineering Design

Guidelines for Good Presentations

By

Matthew Amao

Part I: Preparing Slides

- Preparing slides is an important part of presentations
- Badly prepared slides will make delivering good presentations difficult
- Follow the necessary set of guidelines in order to prepare good slides



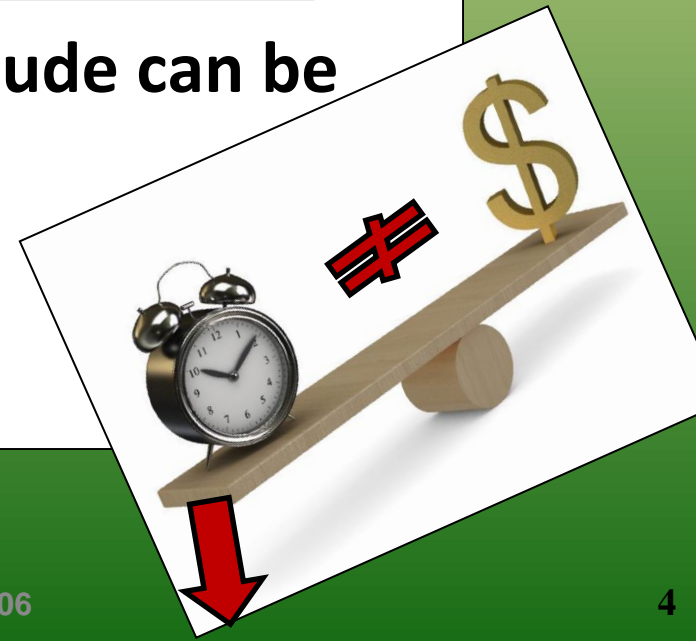
Know your Audience (Audience Analysis)

- Know the technical levels in your audience
- Do not target one level and ignore the others
- Start with basic and careful introduction
- Leave the highly technical material to the end



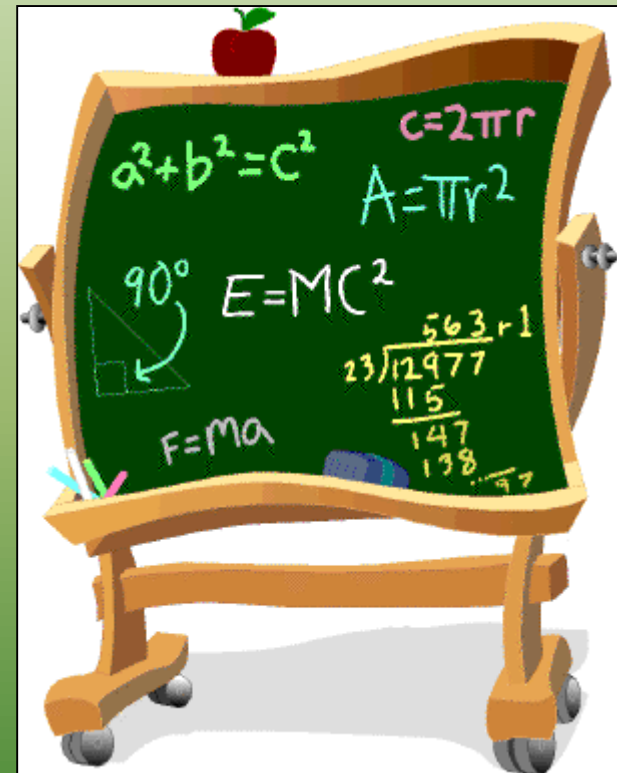
Time Your Talk

- It is a “crime” to exceed the allotted time
- Virtually any subject can be presented in any amount of time
- Time limit does not mean present only generalities
- A figure, table, or equation that does not specifically serve the point MUST be removed
- Make sure that the content you include can be presented in the given time without having to speak too quickly



Minimize Complex Math

- Include math ONLY if necessary
- Equations slow the pace of the talk
- They often create confusion
- Focus instead on assumptions, techniques, and solutions



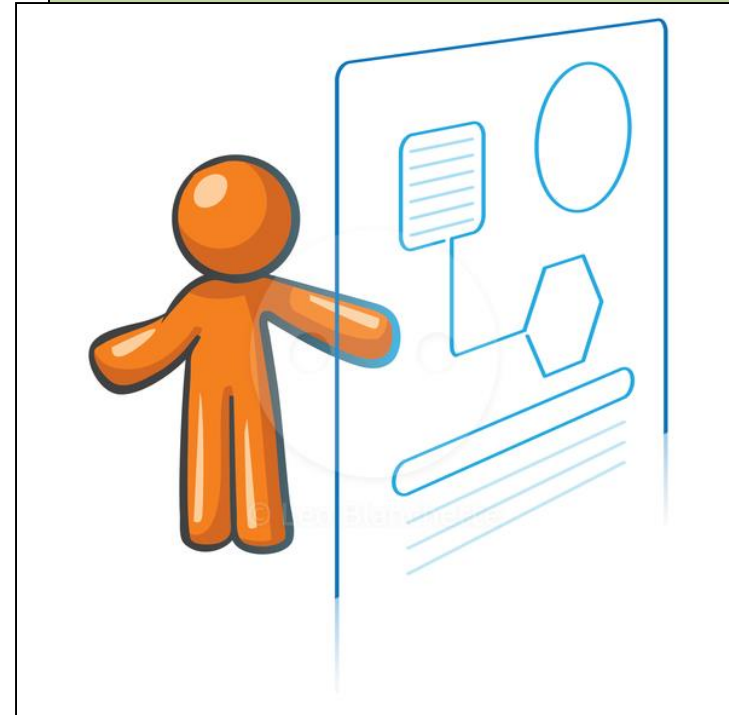
Be Sensible with Your Slides

- Allow 1 or 2 minutes per slide*
- Avoid slides with one or two lines **
- Avoid slides that are packed with too much information
- No need to write full sentences
- Use six to seven lines per slide whenever possible



Organize Your Slides

- First slide for *title*
- Second slide for your *outline*
- Have a good introduction (importance of the topic, motivation, etc.)
- Avoid putting two different headings in one slide
- One heading can span more than one slide



Try to make an attractive design

- Choose a good slide background
- Choose font colors to provide a good contrast
- Choose a good font size and font type*



- Try to use graphics, figures, block diagrams
- Use animation whenever needed

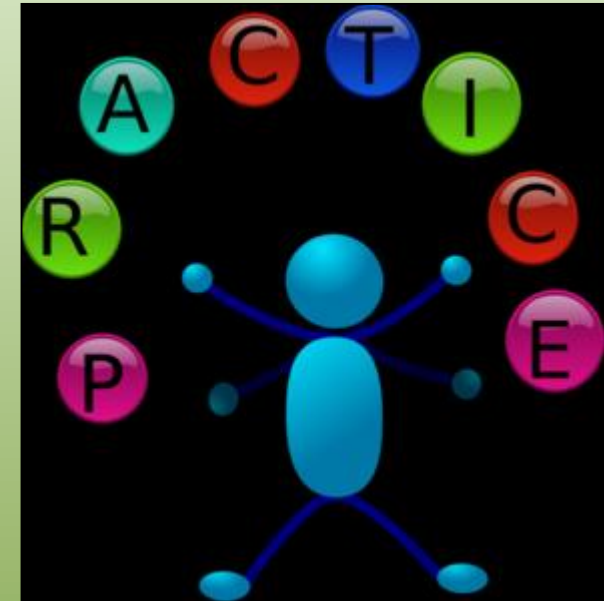
Part II: Delivering a Speech



- Public Speaking is a necessity of professional life.
- Your oral presentation is a presentation of yourself.
- Your ability to do your job may be questioned by your colleagues if you seem nervous or confused.
- Clarity, self-assurance, and skill get you the respect of the audience.

Before The Presentation

- **Practice** & **practice** your talk
- Unless you are a specially gifted speaker, **REHEARSE**
- Rehearse in front of friends, spouse, colleagues, or alone (loudly)
- Avoid **writing your talk** and reciting it



Before the Presentation (contn'd)

- Pay attention to your appearance; people DO form an impression of you based in part on your appearance.
- Learn where the light switch and the pointer are **BEFORE** your talk.
- Think of where you will stand.



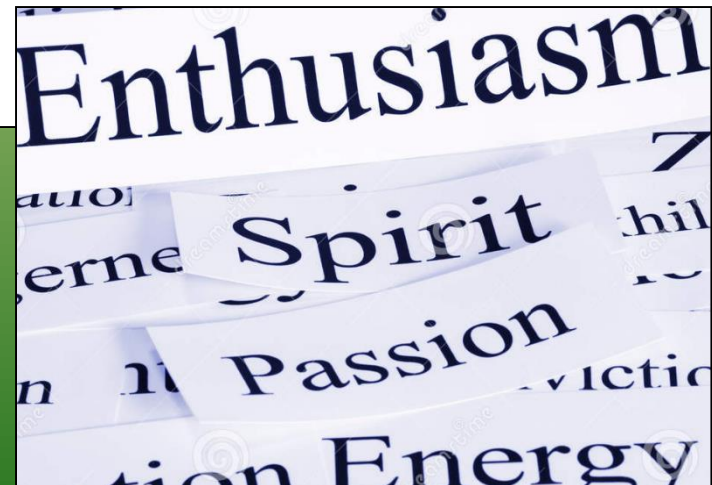
During the Presentation

- Most people feel nervous during the talk
- Usually the audience does not notice
- Hide any nervous mannerism by leaning a little bit towards a table or podium
- Resist the temptation to speak too quickly
- Speak up (most people tend to start with a soft voice)



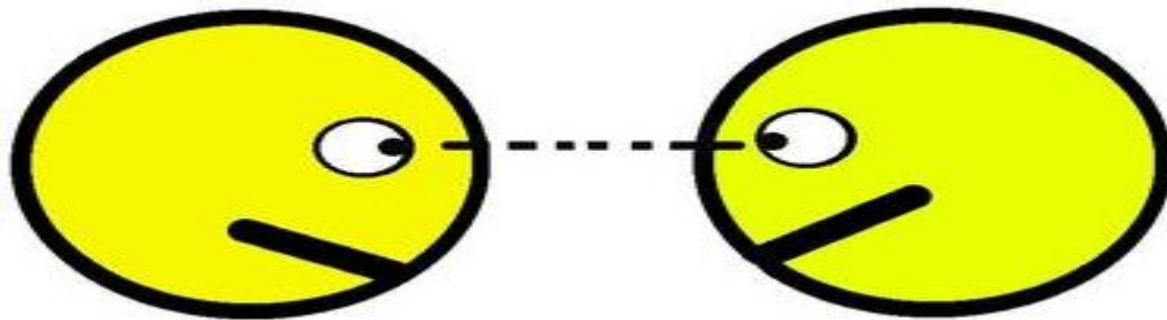
During the Presentation (contn'd)

- Show some enthusiasm and energy to keep the audience attracted
- Try to move around a bit to give some action
- Do not block the view while moving
- Use the pointer and not your hand to point to any part of the slide



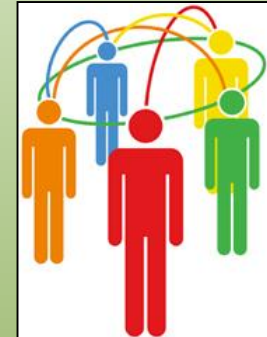
During the Presentation (contn'd)

- Communicate with the audience
(MAKE EYE CONTACT!)
- Do NOT stare into the space above your audience, the floor or the slides
- Pick out several friendly faces and establish eye contact (read the feedback)
- Do NOT ignore any section of the room



Team Dynamics

- Each member of the team should know where to stand, what to present and when.
- Exchanging roles during presentation should be smooth (practice roles).
- Show team spirit, harmony, and impressive attitude: “One for all and All for one”.
- The team leader should introduce the team-members and introducing himself last (before starting the presentation).



Team Dynamics (contn'd)

- Avoid any sort of distracton when your team member is presenting.
- Focus on the audience and analyze feedbacks.
- Do not argue in front of the audience or contradict each other.
- Follow the team leader's requests and respond to them professionally.



The Questions Session

- Let your questioner finish the question before attempting to answer.
- Try to rephrase the question.
- Keep your answer short.
- Never argue with your questioner.
- Confess your ignorance.





Guidelines for Good Presentations

By

Matthew Amao