GE106
Introduction to Engineering Design
College of Engineering
King Saud University

Studio 2.
Guidelines for Good Presentations

FALL 2022

Part I: Preparing Slides

- **Preparing slides is an important part of presentations**
- **<u>Bad</u>ly prepared <u>slides</u> will make delivering good presentations <u>difficult</u>**
- **Follow the necessary set of guidelines in order to prepare good slides**

Know your audience

- Know the <u>technical levels</u> in your audience
- Do not <u>target</u> one level and ignore the others

- Start with basic and careful <u>introduction</u>
- Leave the highly <u>technical material</u> to the end

Time your talk

- It is a "crime" to <u>exceed</u> the allotted <u>time</u>

- Virtually <u>any subject</u> can be presented in any amount of time

- Time limit does not mean present only <u>generalities</u>

- A figure, table, or equation that does not specifically serve the point <u>MUST go</u>

- Make sure that the content you include can be presented in the given time without having to <u>speak too quickly</u>

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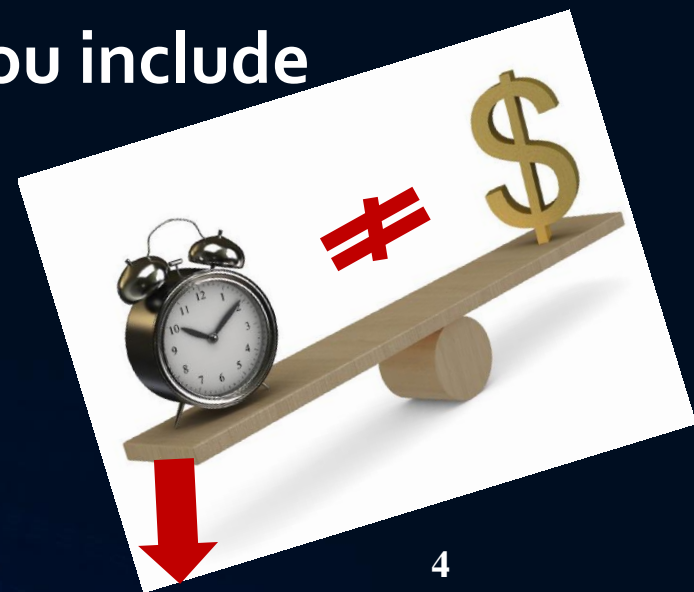
Minimize complex math

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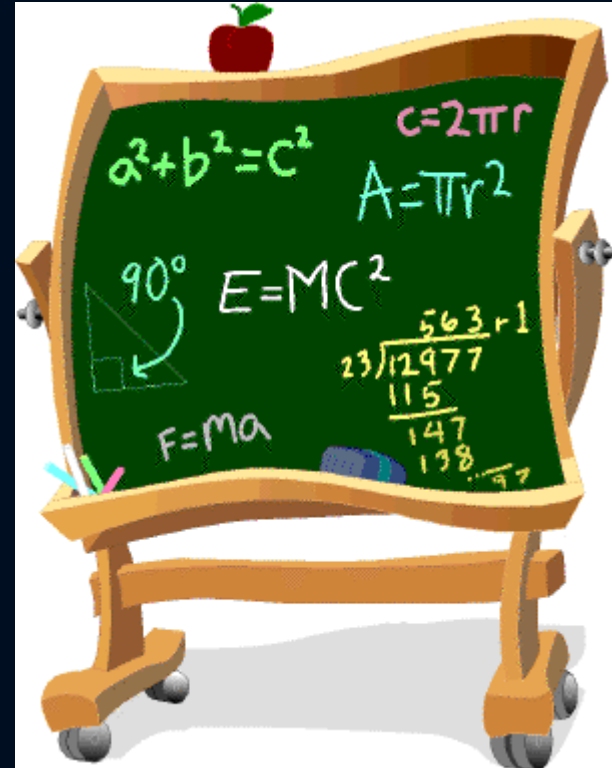
Be sensible about slides

- Allow *1 or 2 minutes per transparency**
- Avoid slides with <u>one or two lines</u> **
- Avoid slides that are packed with <u>too much information</u>
- No need to write <u>full sentences</u>
- Use <u>six to seven lines per slide</u> 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**
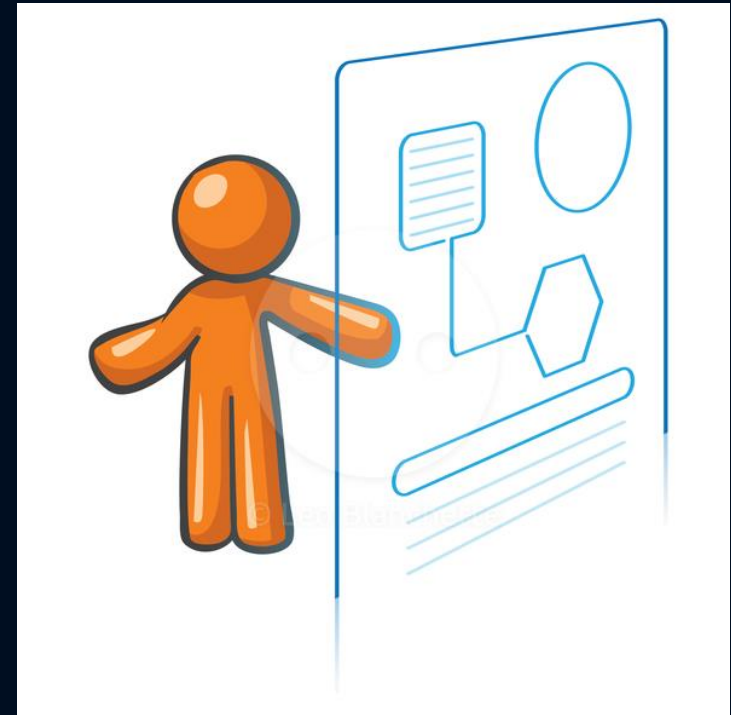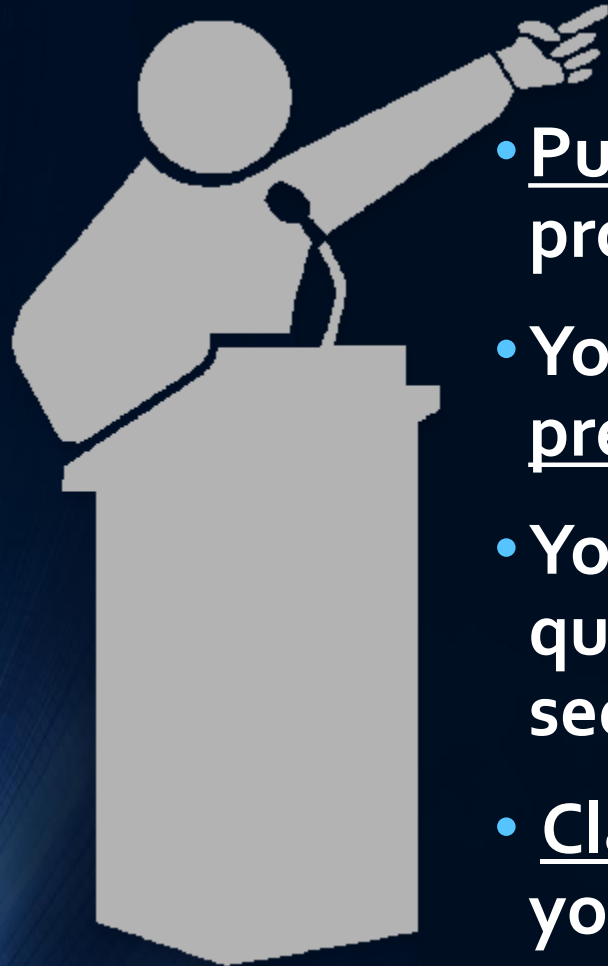
Try to make an attractive design

- **Choose a good <u>slide background</u>**
- **Choose <u>font colors</u> to provide a good contrast**
- **Choose a good <u>font size</u> and <u>font type</u>***

- **Try to use <u>graphics</u>, <u>figures</u>, block diagrams**
- **Use <u>animation</u> whenever needed**

Part II: Delivering a Speech

- **<u>Public Speaking</u> is a necessity of professional life**

- **Your oral presentation is a <u>presentation of yourself</u>**

- **Your ability to do your job may be questioned by your colleagues if you seem <u>nervous or confused</u>**

- **<u>Clarity</u>, <u>self-assurance</u>, and <u>skill</u> <u>get</u> you the <u>respect</u> 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**
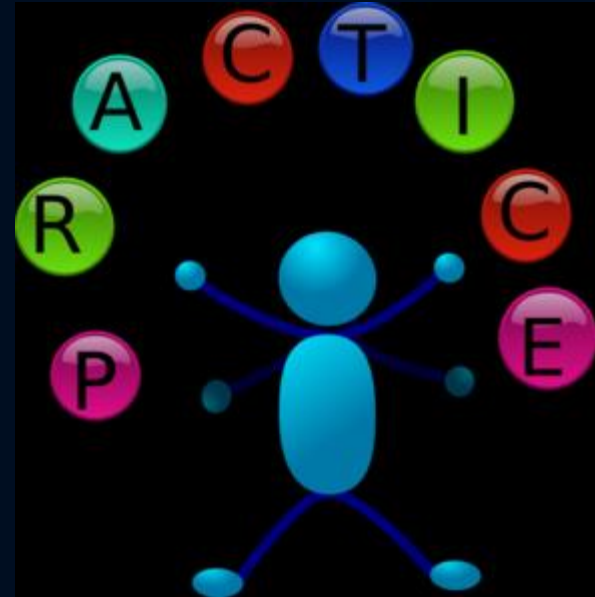
Before the Presentation (contn'd)

- **Pay attention to your <u>appearance</u>; people DO form an impression of you based in part on your appearance**

- **Learn where the <u>light switch</u> and the pointer are BEFORE your talk**

- **Think of where you will <u>stand</u>**

During the Presentation

- **Most people <u>feel nervous</u> during the talk**

- **Usually the audience <u>does not notice</u>**

- **Hide any nervous mannerism by <u>leaning</u> a little bit towards a table or podium**

- **Resist the temptation to <u>speak too quickly</u>**

- **<u>Speak up</u> (most people tend to start with a soft voice)**

During the Presentation (contn'd)

- Show some <u>enthusiasm</u> and <u>energy</u> to keep the audience attracted

- Try to <u>move around</u> a bit to give some action

- Do not <u>block the view</u> while moving

- Use the <u>pointer</u> and not your hand to point to any part of the slide
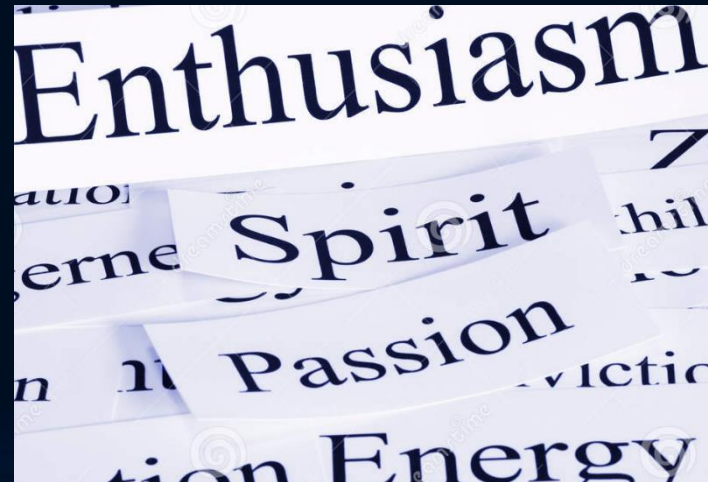
During the Presentation (contn'd)

- **Communicate with the audience (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 in the room**
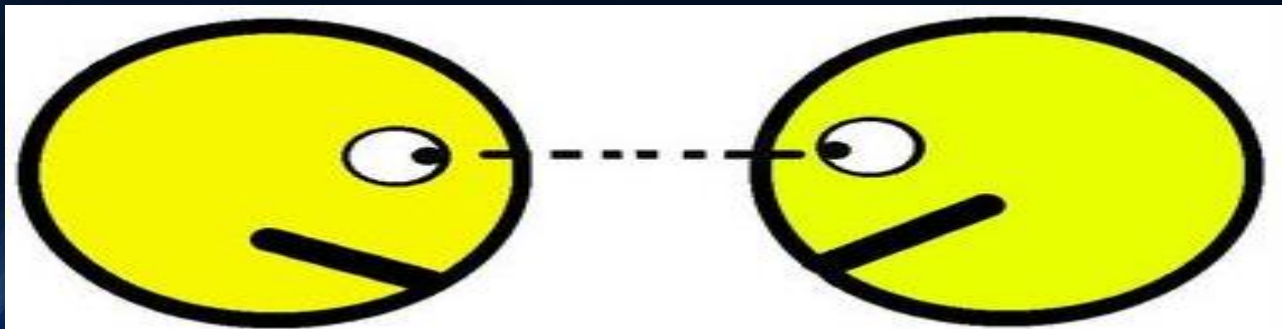
Team Dynamics

- **Each member of the team should know <u>where to stand</u> <u>what to present</u> and when**

- **<u>Exchanging roles</u> during presentation should be smooth (practice roles)**

- **Show <u>team spirit</u>, harmony, and impressive attitude: "One for all and All for one"**

- **The team leader should <u>introduce the team-members</u> and introducing himself last (before starting the presentation)**

Team Dynamics (contn'd)

- **Avoid any sort of <u>distraction</u> when your team member is presenting**

- **<u>Focus on the audience</u> and analyze feedbacks**

- **<u>Do not argue</u> in front of the audience or <u>contradict</u> each other**

- **<u>Follow the team leader</u>'s requests and respond to them professionally**

The Questions Session

- Let your questioner <u>finish the question</u>

- Try to <u>rephrase the question</u>

- Keep your <u>answer short</u>

- <u>Never argue</u> with your questioner

- Confess your <u>ignorance</u>