

A Small Guide for Oral Presentations

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A good presentations stands out because of

- the structure

Overview

A good presentations stands out because of

- the structure
- the visuals

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- the presentation style

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- the presentation execution

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Making good orals is a matter of study!

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Precondition: Intensive preparation (i.e., hard work)

- exchange of information is of great importance

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- here: transfer of technical information

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- similarly for reports and theses

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Remember:

Any presentation you give is also a presentation of yourself.

Agenda

What are the ingredients of good orals?

They concern:

- preparatory considerations

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- presentation style and execution

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AND: practice, practice, practice

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Unfortunately the irony often turns out as **real life story or comedy**.

Preparatory Considerations

Phase One: Collection of material

Before start consider the following questions:

- who is my audience?

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- what is my message (more than 15 words)?
- what is the motivation of study?
- what kind of media do I have?

You may consider to fully formulate your presentation (but do not reading it!).

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All scientific and technical presentations comprise the same structure:

- Introduction
 - Motivation (Review)

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- Conclusions and Outlook

Structuring the Material

- structuring is a **organizational task**

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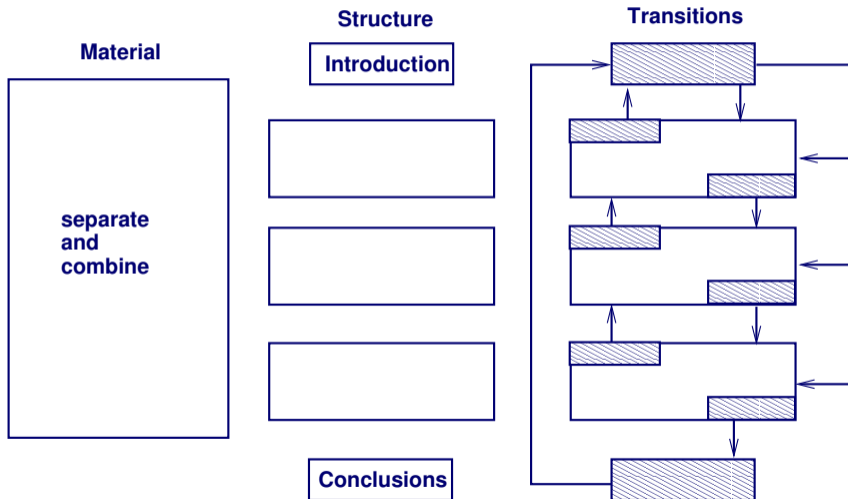
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- each section should lead to the following one (**transitions**)
- this establishes the **theme or leitmotif**

Separating and Connecting



Prof. Royce's method of lecturing

Tell them what you are going to tell them,

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Tell them what you are going to tell them,
then tell them what you told them you would tell them,

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I.e.: Repeat your message

Visuals

A figure says more than 1000 words (Chinese proverb).

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25-30% through listening,

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60-75% through viewing.

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First and foremost condition: **Readability!**

1:6 Visual Rule

Take the width of the figure and step back six times this amount.

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Can you still read and recognize everything?

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Title larger, emphasize important stuff.

Designing Visuals I

Generally: Less is more!

- no full sentences

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The Sardine Award:

Given to that individual who stuffs the greatest amount of surface area text and graphs on frames or view graphs.

- letters and numbers bold face

Designing Visuals II

- letters and numbers bold face
- no axis without legend

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- avoid bright background

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The Bingo Award:

Given to that individual who uses a data table with the greatest number of entries.

Designing Visuals II

- use common notation

Designing Visuals II

- use common notation
- use color

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- emphasize important information
(\rightarrow color)

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The RG-But-Not-B Award:

Given to that individual who uses the greatest number of shades of only red and green combinations to show contrasts. Judging will be based on the extent of confusion of all color-blind members of the audience.

Presentation Style and Execution I

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Rule of thumb: about 1-3 minutes per figure.

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The Academy Award (SEG's Oscar):

Given to that individual who creates the best motion picture simulation by speeding through the frames or view graphs.

Presentation Style and Execution II

- speak loud and clearly

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- speak loud and clearly
- use simple voice

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- use simple voice
- free speech

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- speak loud and clearly
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- look at your audience (interaction)

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- stay out of screen, do not run through screen

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Do not forget to repeat your core message.

More Awards

The Fourier Award:

Given to that individual who speaks in the purest, single frequency (i.e., monotone) voice throughout the talk.

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Given to that individual who most thoroughly mumbles throughout his/her entire talk.

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The “Scottie, Beam Me Out of Here” Award:

Given to that individual who tortures his audience with boredom that they just want to be away.

Presentation Style and Execution III

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Presentation Style and Execution III

- memorize your start and introduction
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- check your visuals on the meeting hardware
- never ever exceed your allotted time
- present with confidence

Even More Awards

The Lissajous Award:

Given to that individual who creates the largest and wildest Lissajous figure with the laser pointer while attempting to locate a single spot on the frame.

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The Beyond Einstein Award:

Given to that individual who best shows that c , the speed of light in vacuum, is not the ultimate speed, but that the dot of the light of the laser pointer zipping accros the screen can far surpass all relativistic limitations.

Humor

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The Gong Award:

Given to that individual who cracks the worst joke. Judging will be based on the volume of groans following the delivery and on whether or not it can be recognized as a joke.

The Discussion

- do not interrupt

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- do not interrupt
- repeat question (big halls, no mic)

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- respond relaxed to aggressive question (do not fight back!)

Conclusions

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**Do it. Good luck, and
practice, practice, practice!**

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The I.M. Gone Award:

Given to that individual whose paper causes the greatest number of audience members to exit during his/her talk. Judging will be based on the number of door slams during the talk.

Some Final Words

Watch your outfit.

You neither want to be over- or under-dressed.

That's it!

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- were necessary fundamentals provided
- was a message developed?
- were technical terms properly used?

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- was choice and quality of figures convincing?
- were figure properly explained?
- was the talk coherent?
- was the use of media effective?
- was the content defended in the discussion?