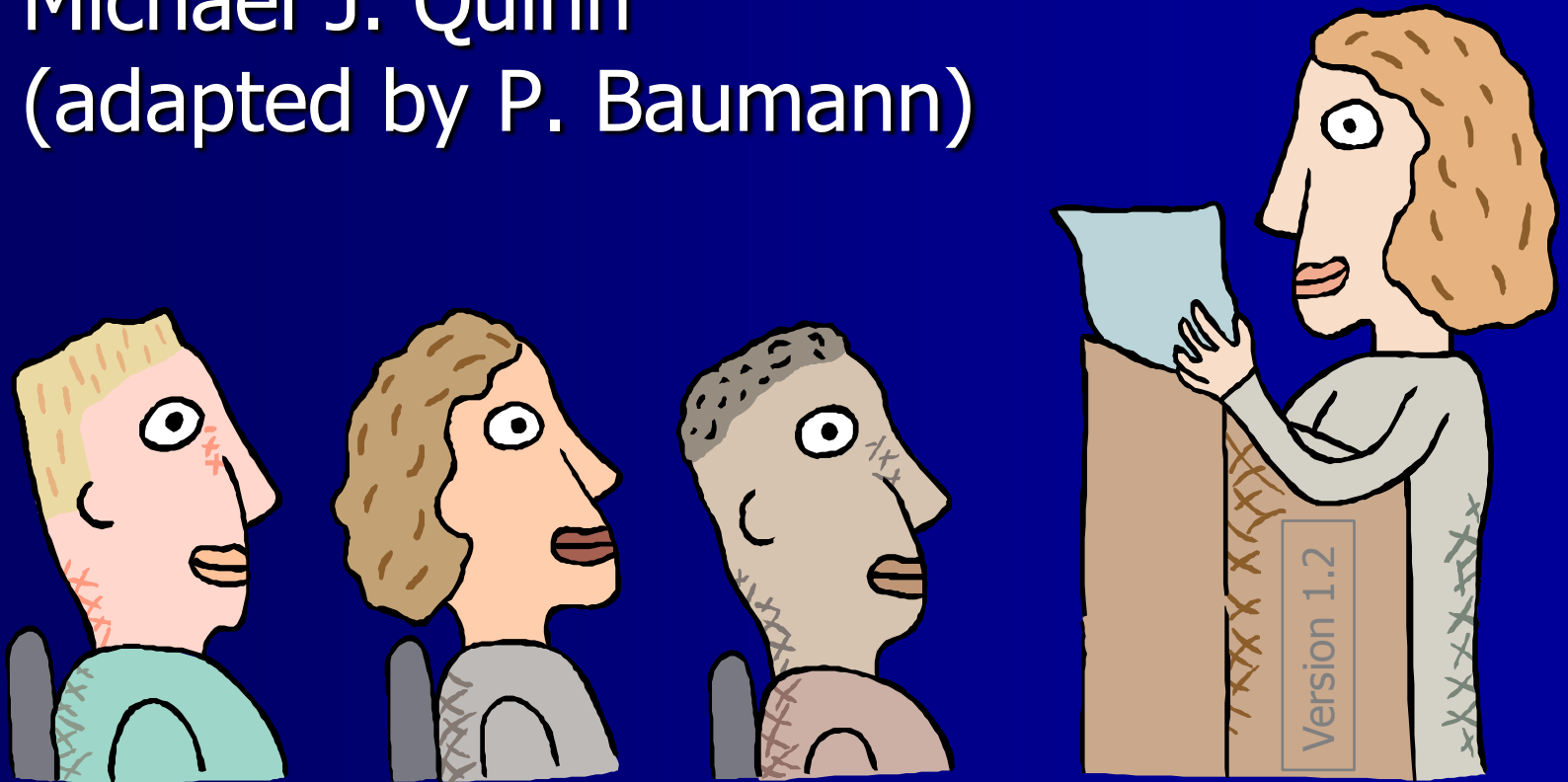


Effective Presentation Techniques

Michael J. Quinn
(adapted by P. Baumann)



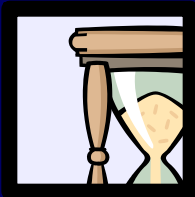
Outline



Structuring presentation



Designing slides



Right word at right time



Body talk



Structuring presentation



Designing slides



Right word at right time



Body talk

Planning

- Consider audience
- Set goal
- ...*then* create slides
 - 1..3 min per slide



Sign Posts

- Orient listener
 - Current topic
 - Progress
- Two style variants
 - Intermittent
 - Ever-present



Typical Scientific Talk Structure

- Overview
- Motivation
- Own results
- Application
- Related work
- Conclusion & outlook



Win with the Intro!

- First impression critical
 - Same time you're excited
- Prepare starter sentences by heart
- Start with a mind-catcher
 - Joke (!), unexpected twist, ...
 - Appropriate!



Structuring presentation



Designing slides



Right word at right time



Body talk

Designing Good Slides

- Content
- Unveiling
- Color
- Subliminal messages



Slide Content

- Purpose
 - Complement speaker
 - Talk \neq technical report
- Density
 - 7 lines/page
 - 4 words/line



WATCH



1: Speaker *Reads* Slides

- A speaker may put his entire presentation on his slides. He turns his back to the audience and reads the slides aloud. Perhaps he feels this approach guarantees all the information will get to the audience.
- This may be the most annoying way to give a presentation. Audience members wonder why the lecturer doesn't simply hand out a copy of the slides.
- The visual presentation dominates the presenter. The presenter is not adding any value to what is on the slides.
- Worst, audio and visual information interfere, thereby impeding memorization significantly.



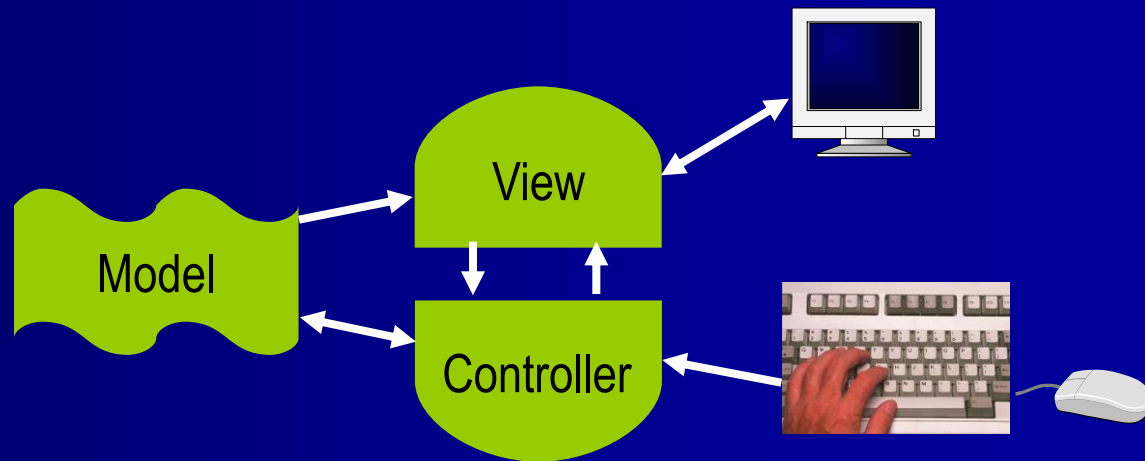
2: Speaker *Interprets* Slides

- Slides are focus
 - Provide content
 - Hold audience's attention
- Speaker supports
 - Faces slides
 - Helps understand
- Use expressive images !



3: Slides *Support* Speaker

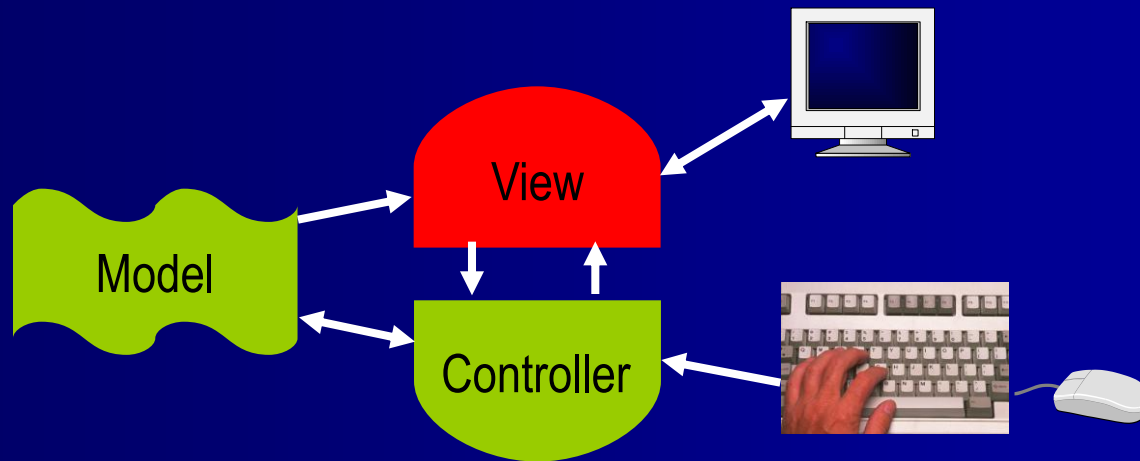
- Speaker is focus
- Slides support
 - Key message



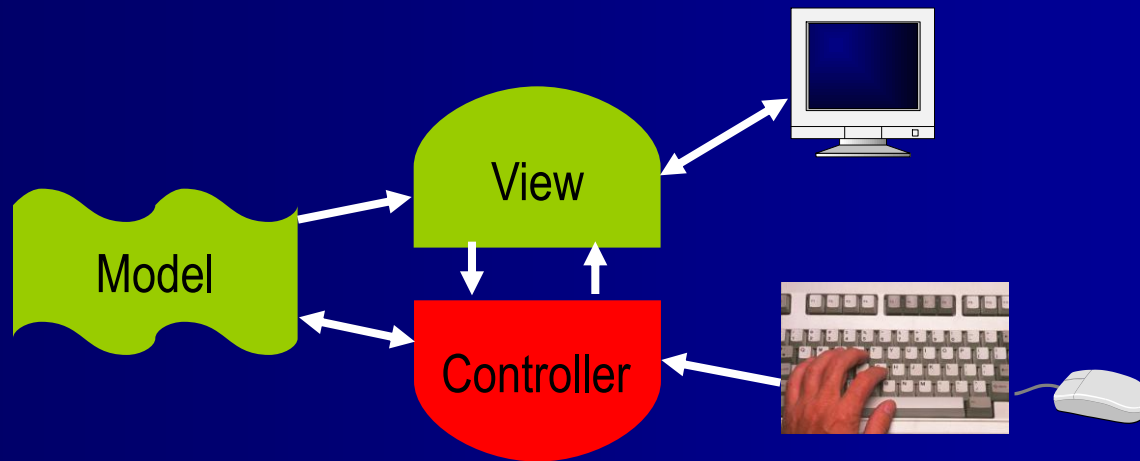
- Needs extremely focused slide message
- Use images & graphical metaphors !



3: Slides *Support Speaker*



3: Slides *Support Speaker*



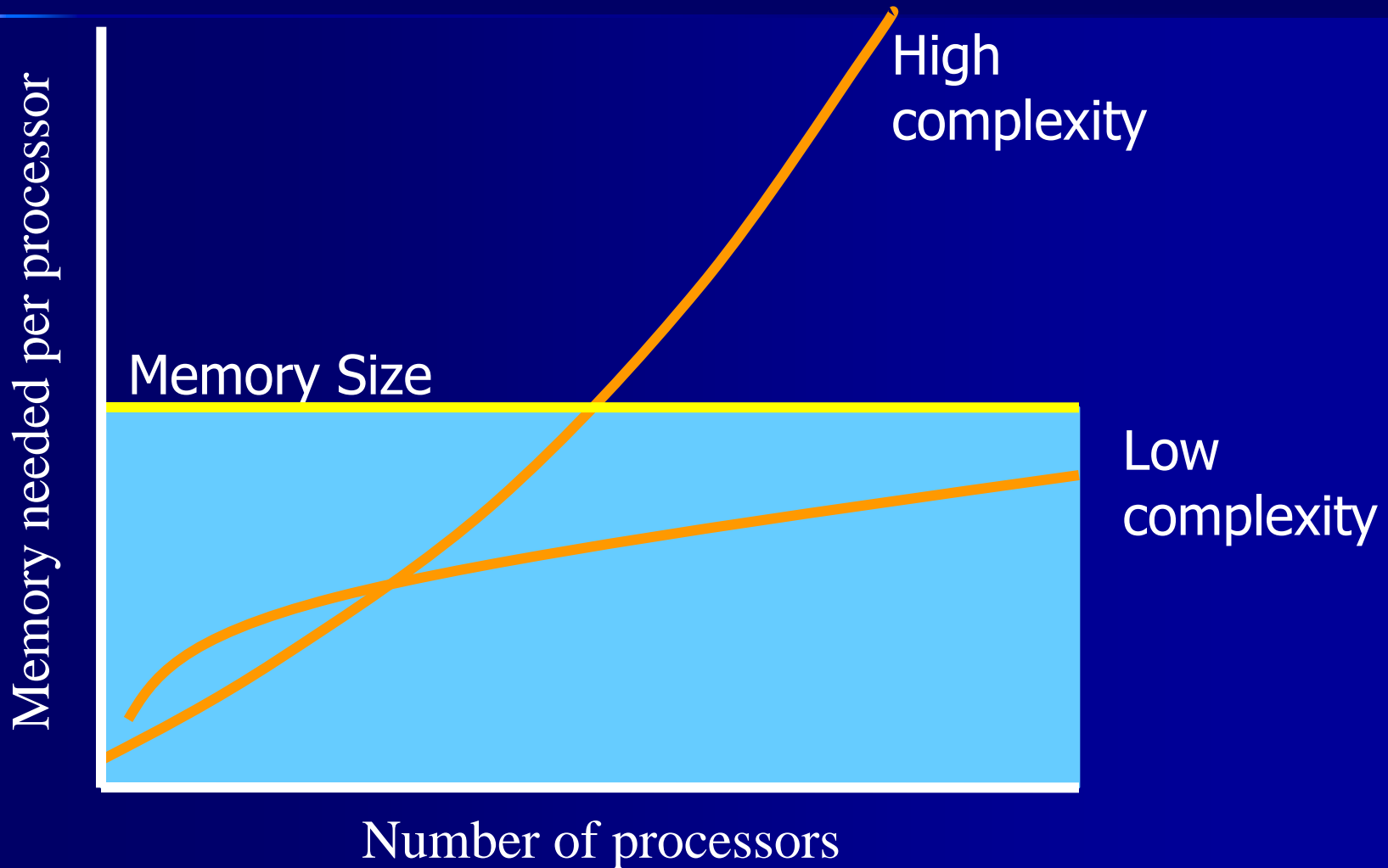
WATCH

Complicated Derivation

$$\begin{aligned} \hat{I}(n, p) &\leq \frac{\hat{I}(n) + \hat{I}(n)}{\hat{I}(n) + \hat{I}(n) / p + \hat{I}(n, p)} \\ \rightarrow \hat{I}(n, p) &\leq \frac{p(\hat{I}(n) + \hat{I}(n))}{p\hat{I}(n) + \hat{I}(n) + p\hat{I}(n, p)} \\ \Rightarrow \hat{I}(n, p) &\leq \frac{p(\hat{I}(n) + \hat{I}(n))}{\hat{I}(n) + \hat{I}(n) + (p-1)\hat{I}(n) + p\hat{I}(n, p)} \\ \rightarrow \hat{I}(n, p) &\leq \frac{p(\hat{I}(n) + \hat{I}(n))}{\hat{I}(n) + \hat{I}(n) + T_0(n, p)} \\ \rightarrow \hat{I}(n, p) &\leq \frac{\hat{I}(n) + \hat{I}(n)}{\hat{I}(n) + \hat{I}(n) + T_0(n, p)} \\ \rightarrow \hat{I}(n, p) &\leq \frac{1}{1 + \frac{T_0(n, p)}{\hat{I}(n) + \hat{I}(n)}} \\ \Rightarrow \hat{I}(n, p) &\leq \frac{1}{1 + \frac{T_0(n, p)}{T(n, 1)}} \\ \Rightarrow T(n, 1) &\geq \frac{\hat{I}(n, p)}{1 - \hat{I}(n, p)} T_0(n, p) \\ \rightarrow T(n, 1) &\geq CT_0(n, p) \end{aligned}$$



Good Illustration > Complicated Derivation





Mixing Important/ Unimportant Words

- ~~The isoefficiency and the scalability metrics of a parallel algorithm are crucial~~
- ~~The typical parallel computers of the future will have thousands of CPUs and terabytes of RAM~~



Same Again, Crisp:

- Crucial metrics
 - Isoefficiency
 - Scalability function
- Future systems
 - Thousands of CPUs
 - Terabytes of RAM



WATCH



OUT!

"Fly In" Fails

- Could you read this?
- How about this one?
- Maybe the third time is the charm!



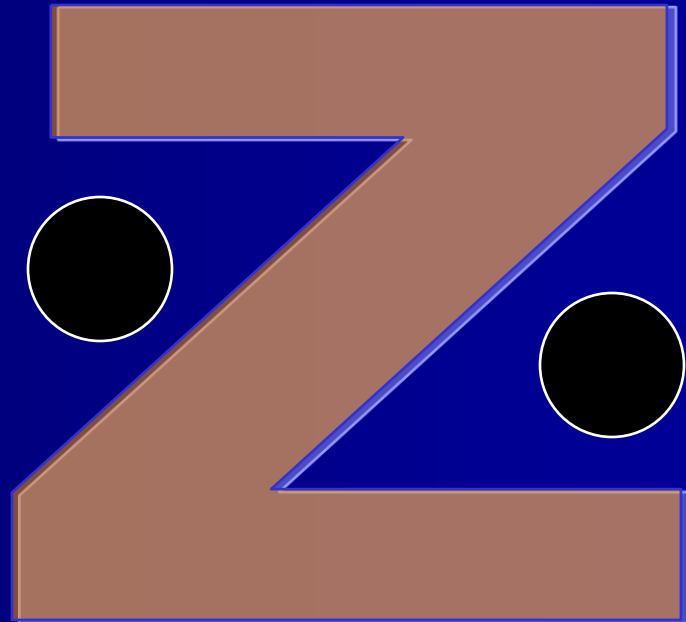
“Wipe from Left” Works

- Less distracting
- Reduces eye movement
- Increases readability



Typical Eye Movement

- Upper left
- Upper right
- Lower left
- Lower right





VAL KILMER TOMMY LEE JONES JIM CARREY

BATMAN FOREVER

NICOLE KIDMAN CHRIS O'DONNELL

JUNE 16



Past workshops

➤ Oct & Nov 04, Jan 05 :

- o Trained **88** pri schools, **69** sec schools to date
472 students

➤ Post-Course survey results (04) :

- o 397 students
 - 396 students (99.7%) 'found presentation skills taught by the trainer useful'
 - 242 (**61%**) found it '**VERY USEFUL!**'

Upcoming workshops...

2nd/3rd week March

Layout & colors

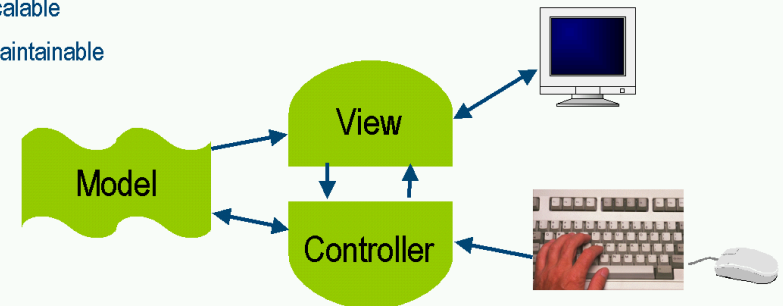
- Few, supportive colors
 - Background, primary color, highlight color
 - Contrast
 - Corporate design!
- Printed version
 - b/w!
- 1 (max 2) fonts, size 20+



Model-View-Controller



- Architecture for interactive apps
 - introduced by Smalltalk developers at PARC
- Partitions application in a way that is
 - scalable
 - maintainable



WATCH



Wall of White

- Increases glare
- Causes eyestrain
- Distracts from speaker



Subliminal Messages

- Orientation
- Motion

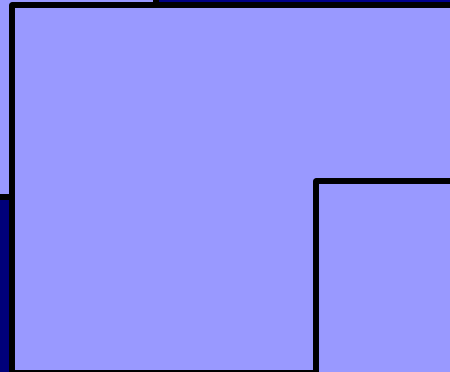
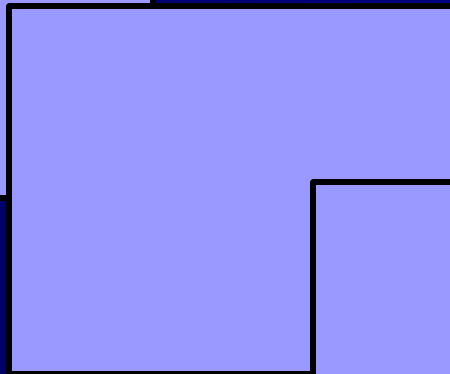
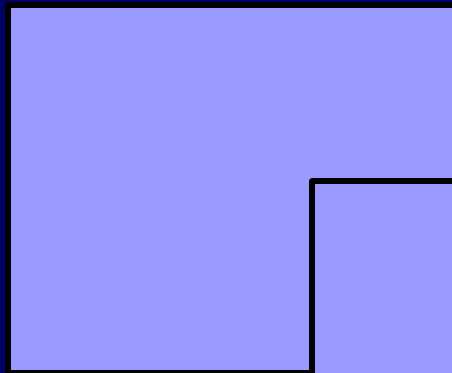


WATCH

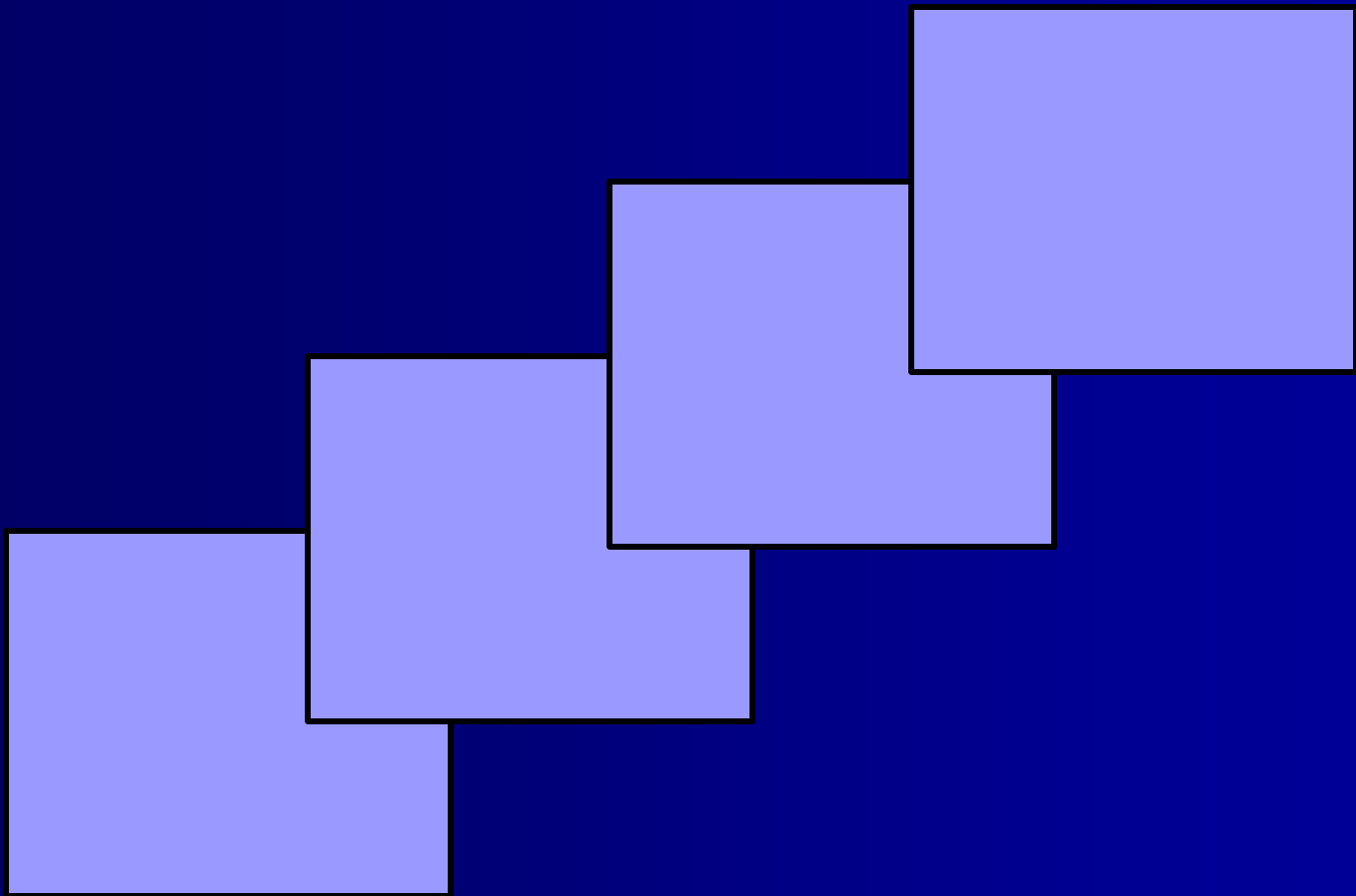


OUT!

Message: Decline

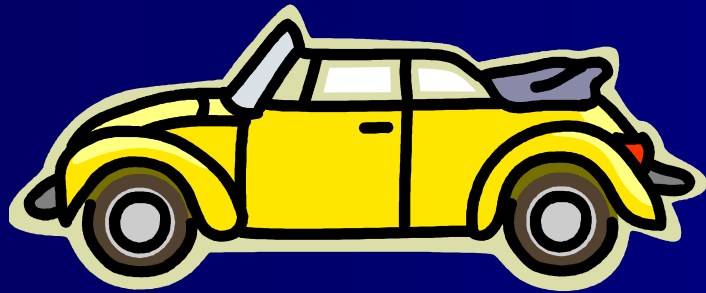


Message: Improvement

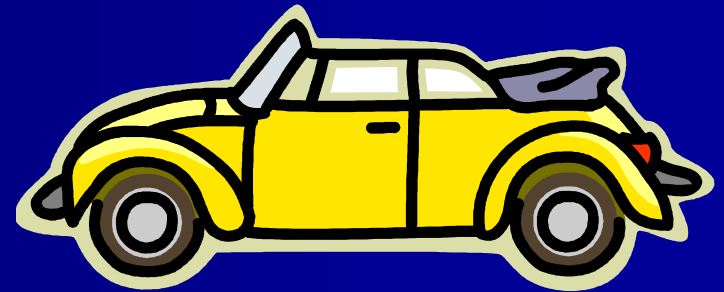




Message: Bad Event



Message: Good Event

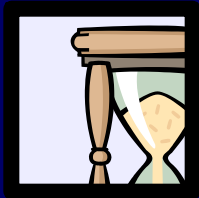




Structuring presentation



Designing slides



Right word at right time



Body talk

WATCH



OUT!

Never-Ending Train

- “I want to point out this, and then there is ..., I mean this is ..., let me explain it again like this ...”
- “uh ... my investigations showed ... uh ... hm ... a considerable improvement over ... uh ...”



Be Crisp

- Period !!!
 - Resist temptation to explain again
- Modulate !
 - Loud & clear
 - Sometimes silence useful
- Don't hurry, but be aware of time





Structuring presentation



Designing slides



Right word at right time



Body talk

WATCH



OUT!

Pitfalls

- Body language
- Seeking approval
- Excluding audience



Body Support

- Use your hands
- Look at **all** audience
- Address distracted people
- *...and prepare well to feel comfortable*

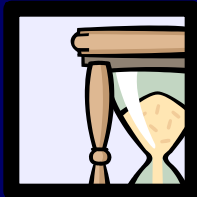
Summary



Guide audience gently,
Know your subject



Design slides carefully,
Use effects wisely



Use flow of speak effectively



Be present