Oral Presentation Skills

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Oral Presentation Skills

Outline

Planning

Preparation

Practice

Performance

Questions

Planning

- Who are you talking to?
- Why are you talking to them?
- How long have you got?
- What story are you going to tell?

Preparation

☾ Outline and sketch slides

☾ Prepare slides

☾ Proof read

☾ Prepare notes -

  brief keywords and phrases, except
  maybe first couple of paragraphs

Preparation - Outline

1 - 2 minutes per slide

Generic 15 min Conference Presentation

- Title Slide (1) Title, author, affiliation, acknowledgements
- Rationale (1-2) Why this is interesting
- Methods (1-2) What you did
- Results (2-4) What did you find and what does it mean
- Summary (1) One thing you want them to remember

Preparation - Slides

Use Images & Graphics

Relevant images communicate,
and maintain interest

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Helvetica or Arial rather than serif fonts like Times

24 pt is minimum, 32 pt, or even 36 pt is better

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mix upper and lower case

ALL CAPITALS IS HARDER TO READ, ALTHOUGH IT MIGHT BE OK FOR THE ODD TITLE

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mix upper and lower case

Use colour to highlight text

Use high contrast colours for important lines, symbols or text, and lower contrast colours for less important lines, symbols or text. But use a small number of colours

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

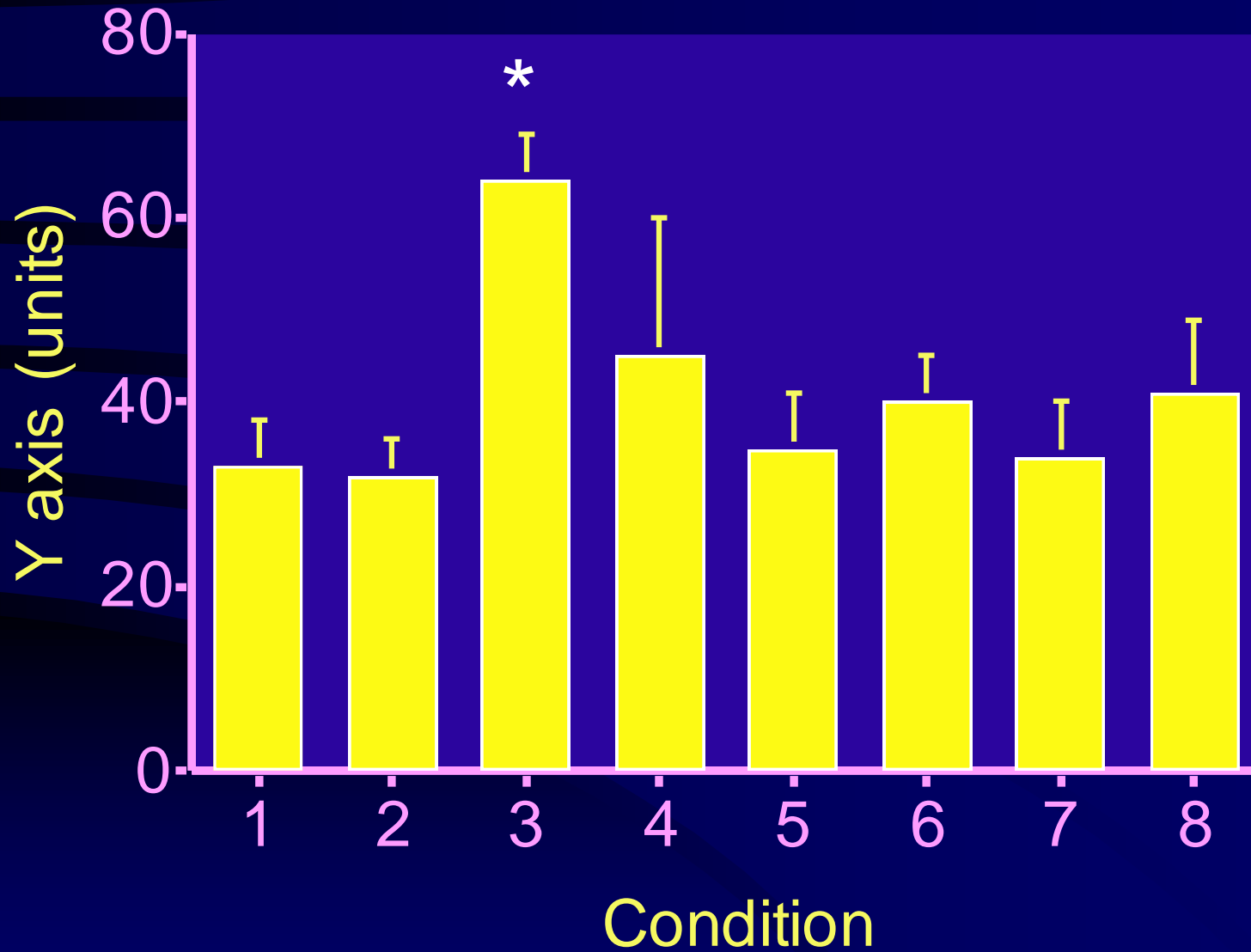Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Show means, sd, effect size statistics, but not test statistics

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

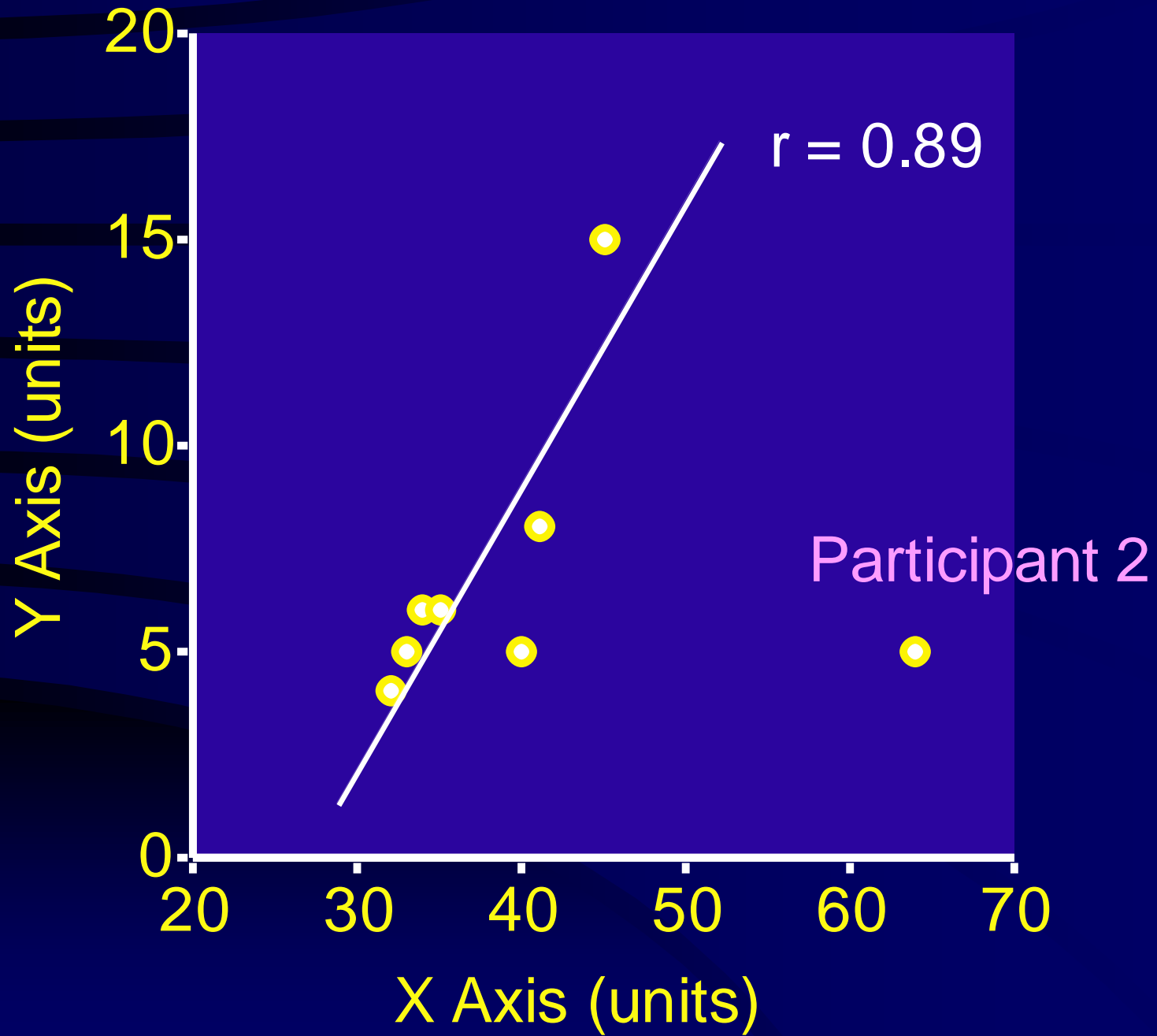Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Thick lines and large symbols

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Thick lines and large symbols

Progressive disclosure

Practice

Practice, practice, practice

Get feedback, and use it.

Be ruthless - delete unnecessary information

Performance

Don't Apologise

Speak loudly & clearly

Use short simple sentences

Avoid jargon & abbrev.

Vary pitch, tone, volume, speed and pauses

Performance

Avoid distracting mannerisms

Relax, be enthusiastic

Make eye contact

Keep an eye on the time remaining

Performance

Explain figures, and
point to important aspects

Give a clear and concise summary,
then stop.

Don't go overtime. **Ever**.

Questions

Anticipate likely questions and prepare extra slides with the answers

Maybe even plant a stooge

Questions

Paraphrase questions

  1. so that other people hear the question

Questions

Paraphrase questions

   1. so that other people hear the question

   2. to check you understand the questions

Questions

Paraphrase questions

1. so that other people hear the question

2. to check you understand the questions

3. to stall while you think about an answer

Questions

If you don't know the answer, say so.

Offer to find out.
Ask the audience.

Summary

Like most things,

the best way to learn is to do

A Guide to Preparing PowerPoint Slides in Presentations

N.C. Division of Soil and Water Conservation

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Your Slides Are Not Your Presentation

- ◆ Slides focus your presentation
- ◆ They emphasize what *you* think is important
- ◆ Slides can keep you on track

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Slides Can Be:

- ◆ Visual cues
- ◆ Mnemonic devices
- ◆ Communication shortcuts

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Slides Can Be:

◆ Images worth 1,000 words

Outlined Structures are Easier to Follow

◆ Draft an outline first

Guidelines for Presentations
  I.   *Content*
  II. *Design*
  III. *Delivery*

◆ Then decide what slides you'll need

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No More than One Topic per Slide

- ◆ One topic
- ◆ The same topic
- ◆ And ONLY that topic!

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Fatal Flaw #1: Too Much Text

◆ When you put text on the slide, it's an implied invitation to read it. If you've included so much text your audience can't comprehend it at a glance, then you're already headed in the wrong direction because you've lost their attention, and whatever you say while they're reading is largely ignored. Don't believe me? Then what did I just say?

◆ Of course, some might just decide to ignore your slides, which means your slides are pointless. Don't waste their time and yours. If the information is that crucial, give it to them in handouts. But then don't read the handout to them! Do that and you're right back to wasting time. Oh yes, and distribute handouts *before* the presentation.

◆ Start by asking yourself, "What three things will I just hate myself for if I let these people leave the room without knowing?" Much more content than that and the audience starts losing what's important. Unless, of course, you're one of those people who thinks everything you have to say is of dire importance. Funny thing, though: it's the people in the audience who get to decide what they'll pay attention to and what they'll tune out. Help them make that decision by limiting the content of your slides individually and your presentation overall.

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Use the 6 X 6 rule:

◆ No line more than six words.

◆ No
slide
more
than
six lines.

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Avoid Unnecessary Wording

◆ Avoid unessential words and punctuation like "a," "an," "the," "to," "for," "and," "by"

◆ Avoid a, an, the, to, for, and, by

◆ It's amazing how much our minds will grasp with the right clues

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Phaomnneil pweor of the hmuan mnid

Aoccdrnig to a rscheearch at Cmabrigde Uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoetnt tihng is taht the frist and lsat ltteer be at the rghit pclae. The rset can be a total mses and you can sitll raed it wouthit porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe.

Select Readable Type Size
(Minimum 36 point for Titles)

- ◆ 24 to 32 point for text body
- ◆ Limit to three type sizes per presentation
- ◆ Proportion type size accordingly

45 point

40 point

35 point

30 point

25 point

20 point

15 point

10 point

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Typeface Selection

Use Serif Fonts for Titles:
Garamond
Courier
Times New Roman

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Typeface Selection

Use sans serif for text body:
- Arial
- Lucida Console
- Impact

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Use Bullets, Not Numbers

◆ Bullets imply no significant order

◆ Use numbers to show rank or sequence

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Format Text for Emphasis

1. Emphasize with size
2. Then try FONT or style changes
3. Finally, use color

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Adjust text for emphasis

Whatever you emphasize, change only one design element per slide.
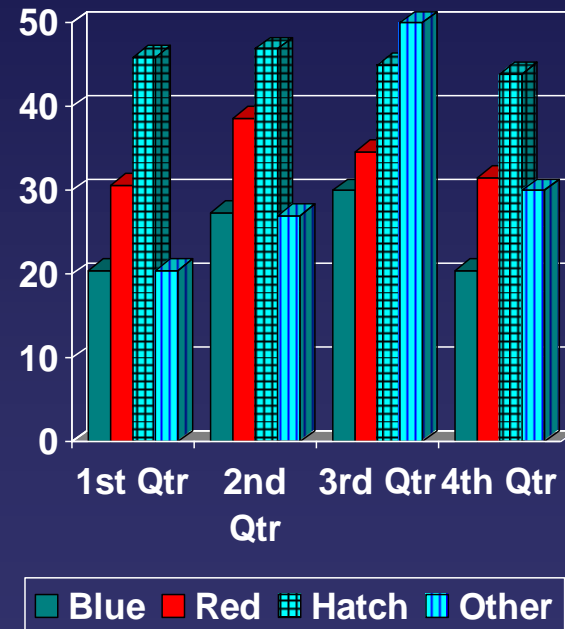
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Choose Color Carefully

◆ Use light letters on dark backgrounds

◆ Use the same colors consistently

◆ Avoid primary colors in proximity

Charts & Graphs:
Use Solid Colors, Not Patterns

- ◆ Pattern fills on graphs cause confusion

- ◆ 3-D effects defeat comprehension

Use Simple Tables to Present Numbers

	Use Tables	For Your Numbers	But Not too Many
This row	10	90	100
This row	0.6	0.4	1
This row	1	2	3
That row	1	2	3

Try not to make footnotes too small

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Forget Stock Clipart

◆ It rarely communicates anything.

◆ Art should add *meaning* to your presentation.

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Search "Images" on Google.com or Dogpile.com
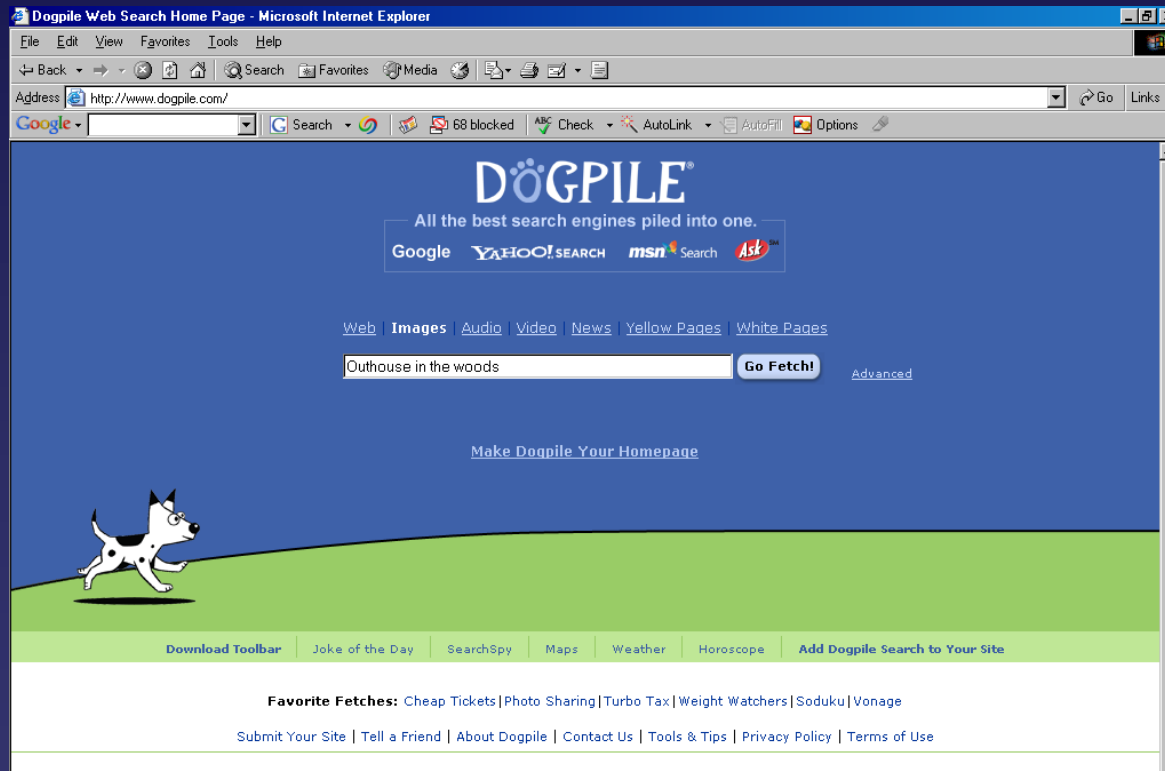
"You talkin' to me?"

◆ Oral presentation is about speaking and listening

◆ Speak to your *audience*, not your slide

◆ Make eye contact

◆ Connect

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Your Audience Gives You Clues

◆ Confusion

◆ Questions

◆ Boredom

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Slides Don't Prove Competence

◆ PowerPoint slides aren't evidence you know your work.

◆ Work on *communicating* what you know, <u>not</u> on making slides.

◆ What will your audience remember when they leave the room?

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End on a Question

Conscientious presenters want to hear what their audience doesn't know

Questions?

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