BASICS OF ORAL PRESENTATIONS

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Key Points

- General Guidelines
  - Informative Outline
  - Slide Structure
  - Fonts/Color/Background
  - Graphs
  - Spelling/Grammar
  - Practice/Professional
  - Conclusions/Questions

- BME Guidelines
  - Understand Your Audience
  - Prepare
  - Bring Supporting Material

Informative Outline

- Let 1st or 2nd slide outline your presentation

- Follow the order of your outline

- Only place main points on the outline slide
  - Ex: Use the titles of each slide as main points
  - Specify beyond "Title" "Background"

Slide Structure – Good

- ☐ Use 1-2 slides per minute

- ☐ Write in point form

- ☐ 6 points per slide/6 words per point

- ☐ Use key words and phrases only

Slide Structure - Bad

☐ This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

Fonts - Good

- Use at least an 18-point font

- Use different size fonts for main points and secondary points

  - this font is 24-point, the main point font is 28-point, and the title font is 36-point

- Use a standard font

Fonts - Bad

□ If you use a small font, your audience won't be able to read what you have written

□ CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ

□ **Don't use a complicated font**

Color - Good

- Use a color of font that contrasts sharply with the background
  - Ex: blue/black font on white background
- Use color to reinforce the logic of your structure
  - Ex: light blue title and dark blue text
- Use color to emphasize a point
  - But only use this occasionally

Color - Bad

- Using a font color that does not contrast with the background color is hard to read

- Using color for decoration is distracting and annoying.

- Using a different color for each point is unnecessary
  - Using a different color for secondary points is also unnecessary

- Trying to be creative can also be bad

Background - Good

- ☐ Use backgrounds such as this one that are attractive but simple

- ☐ Use backgrounds which are light

- ☐ Use the same background consistently throughout your presentation

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
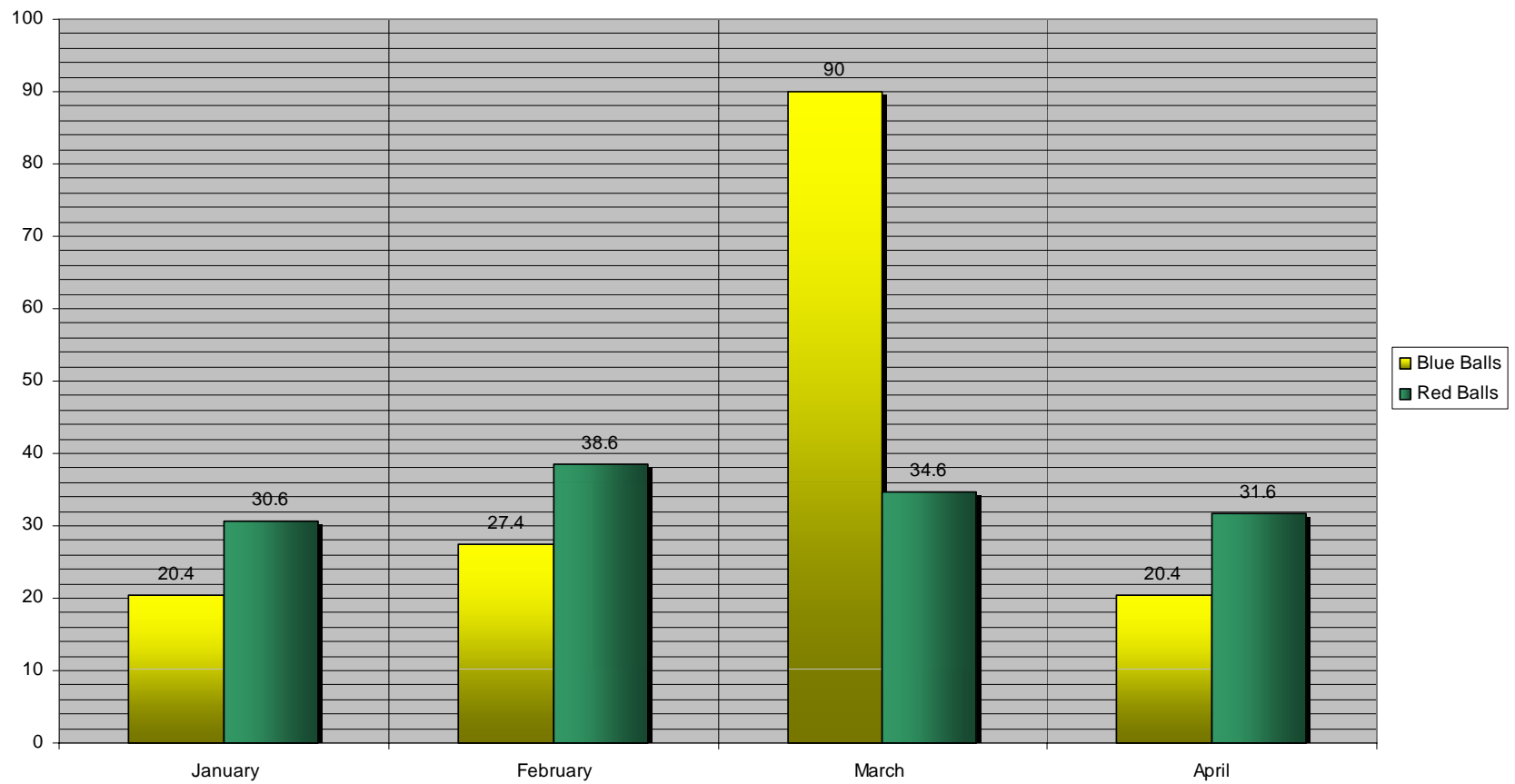- Always be consistent with the background that you use

Graphs - Good

- Use graphs and pictures instead of charts and words
    - Data in graphs is easier to process than raw data
    - Trends are easier to visualize in graph form
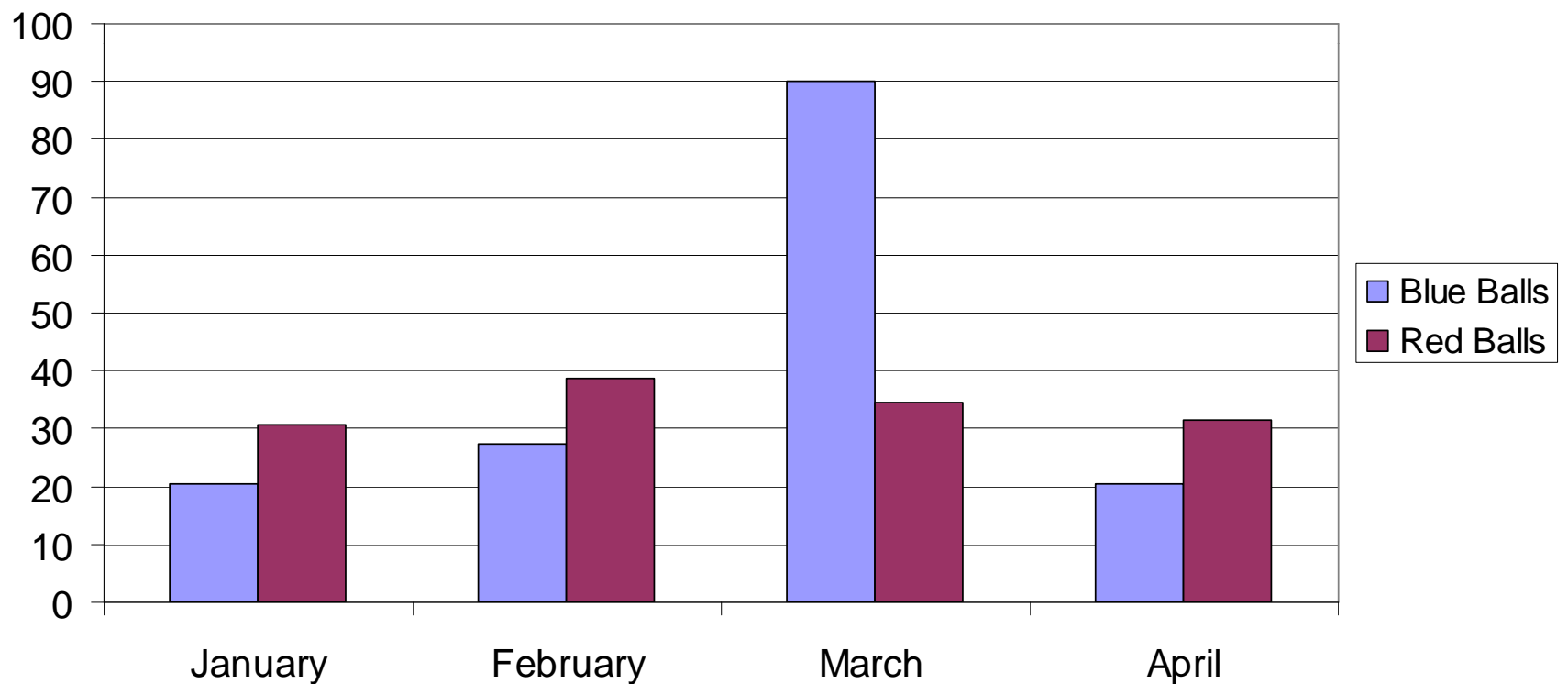- Always title your graphs

Graphs - Bad

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6

Graphs - Bad

Graphs - Good

Items Sold in First Quarter of 2007

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Spelling and Grammar

☐ Proof your slides for:

- ☐ speling mistakes

- ☐ the use of of repeated words

- ☐ grammatical errors you might have make

Practice

- Simulate actual environment
- Do not read from the slides
- Talk to the audience
- Be professional – no slang please
- Think of how to handle questions:
    - Generate a list of questions
    - Prepare responses in advance

Conclusion

- ☐ Have 2-3 take home messages
- ☐ Deliver using tools discussed

BME Guidelines

- ☐ Understand the audience

- ☐ Prepare thoroughly for the presentation

- ☐ Bring supporting materials

Understand the Audience

- ☐ Identify the audience and level of expertise

- ☐ Use language that the audience members will understand

Prepare Thoroughly

☐ Team Dynamics – Biggest Pitfalls

- Awkward transitions
- Timing is way off
- Other team members look bored
- No idea who will handle Q & A

Prepare Thoroughly

●www.usasoftball.com

●http://web.mit.edu./earphone.jpg

Prepare Thoroughly

- Rough outline

  - Title slide
  - Overview/Outline of the presentation
  - Problem statement
  - Background material
  - Summary PDS
  - Design alternatives considered
  - Future work

Supporting Materials

- Additional slides

- Simple prototypes

- Copy of slides for advisor and client

Enjoy

- Keep it simple

- Make it clear

- Practice