Presentation Tips
CHE 451
Overview

- Logistics
- Preparation
- Delivery
- Most frequent mistakes from 2008
- Conclusion
Logistics

- Talk: 15 minutes
- Q&A: 10 minutes
- Draw straws for talk, Q&A
- Send PowerPoint to LB that morning, bring backup on laptop
Preparation

- Address targeted audience. Persuade them.
- Include title, outline, introduction, body, summary
- Outline all important information on slides or transparencies. Keep them uncluttered and non-cheesy.
- Use visuals (as much as possible) & bulleted lists
- San serif font (e.g., Arial), large type (≥24 point)
Preparation

- Minimize math unless it’s the point of the talk
- If PowerPoint, contrast writing & background (light on dark usually best). Avoid garishness, unnecessary sound effects.
- Print PowerPoint files as handouts, 3 slides per page
- Plan a closing line
- Rehearse, check timing
Delivery

- Look & sound professional
- Don’t read from a script. Let slides guide presentation, use brief notes to supplement. Remember, you can glance at the laptop!
- Frequent eye contact all over room
- Sound interested yourself. If necessary, fake it.
- Keep track of time
- If you take questions, avoid bluffing
Most Frequent Mistakes

- Lack of sufficient overview and motivation
- Heavy on motivation, short on work
- Lacking visuals
- Failure to assess results with a critical eye
- Poor eye contact or talking to the screen
Most Frequent Mistakes

- Not noting the difference between computer screen and big screen
- Absence of handoff between speakers
- Abrupt ending
- Failure to practice
Conclusions

PPPPP

or

Proper Preparation
Prevents Poor Performance