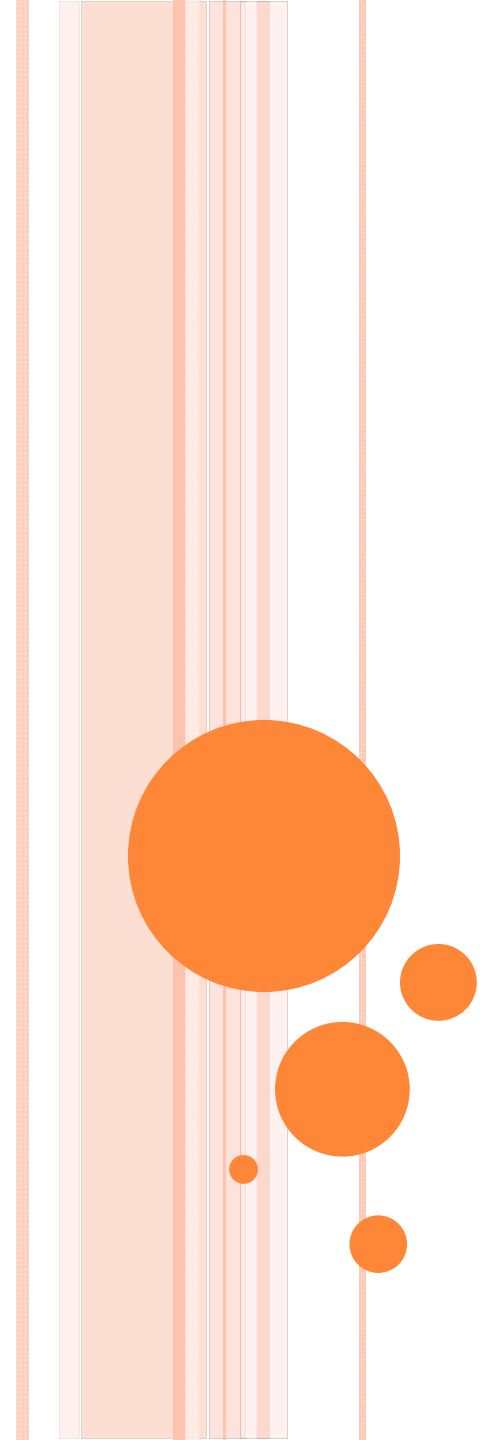




HOW TO GIVE A GOOD PRESENTATION

WHY BOTHER GIVING A GOOD TALK?

- First impressions matter!
- There's no point doing good work if others don't know about it or can't understand what you did.
- Good practice for a teaching career! Good practice for any career!

 Helps you sort out what you've done, and understand it better yourself.



TYPES OF PRESENTATIONS

- Quick 1-minute “what I do” talk
- 25 minute conference paper presentation
- Project presentation
- Thesis defense
- Job talk

What they have in common:

- Never enough time to talk about everything
- All of them reflect on you & need practice/polish
- Focus on a clear goal and message.



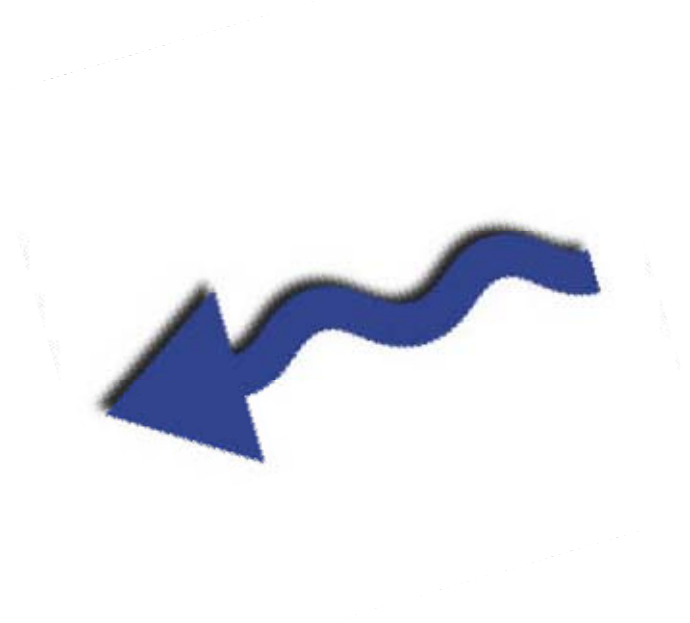
TOP 10 POINTERS FOR A GOOD TALK

1. Be neat
2. Avoid trying to cram too much into one slide
 - Don't be a slave to your slides.
3. Be brief
 - use keywords rather than long sentences
4. Avoid covering up slides
5. Use a **large** font



TOP 10 POINTERS FOR A GOOD TALK

6. Use **color** to emphasize
7. Use illustrations to get across key concepts
 - May include *limited* animation
8. Make eye contact
9. Be ready to skip slides if time is short
10. Practice !!



A “TYPICAL” PROJECT TALK OUTLINE

- **Title/author/affiliation** (1 slide)

Who am I?

- **Forecast** (1 slide)

Give gist of problem attacked and insight found

What is the problem?

- **Outline** (1 slide)

- **Background**

- **Motivation and Problem Statement** (1-2 slides)

Why is it important?

- **Related Work** (0-1 slides)

What have others done?

- **Methods** (1-3 slides)

Explain your approach; illustrate algorithm

What is my approach?



A “TYPICAL” PROJECT TALK OUTLINE

- **Results** (2-6 slides)

Present key results and key insights. This is main body of the talk, but don't try to show ALL results.

- **Summary** (1 slide)

3 Things to Remember!

- **Future Work** (0-1 slides)

- Backup Slides** (0-3 slides)

Optionally have a few slides ready to answer expected questions.



OTHER THINGS TO CONSIDER

- Oral communication is different from written communication
 - Keep it simple and focus on a few key points
 - Repeat key insights
- Be sensitive to your audience
 - The same talk may need to be adjusted for a different audience
- Make the audience want to learn more
- Handling Q&A is as important as the formal talk itself



HOW TO IMPROVE?

- Practice by yourself
- Practice in front of friends
- Practice in front of a webcam
 - Watch footage later... alone... as painful as that may be!
- Take note of effective speakers and adopt their successful habits



THE BIGGER PICTURE: COMMUNICATION AND YOUR CAREER

Expressing yourself technically
helps you make and use
professional connections wisely

You are joining a long-term
community...

Communicate your ideas to forge
mentoring and technical
relationships in the service of
professional goals

