



Preparing and Delivering Presentations

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Presentation Outline

- Presentation Requirements and Grading Rubric
- Building your Presentation (Technical Content)
- Presentation Tips (TED Talks)



Presentation Grading Rubric



Presentation Specs

- 20 minutes total presentation time
- Questions will be additional
 - Generally this is 5 minutes, but will likely be longer in our class because we have time
- All team members must participate in the presentation
- Rule of thumb ~ 1min / slide
- Presentations will be made in class (Rm 392 CB) on 12-07-16
- Presentations will be provided to me by email, download or thumb drive at the end of class 12-07-16



Oral Report Rubric

Presentation Grading Sheet

| | |
|-----------|--|
| Name: | |
| Date: | |
| Project: | |
| Reviewer: | |
| Score: | |

| | | Detail | Points | Points |
|------------------------|-------------------------------|--|--------|--------|
| Technical Content 60% | Introduction & Objectives | Objective was clearly communicated | /5 | /10 |
| | | Background information was provided | /5 | |
| | Experimental Methods | Details of experimental apparatus were presented | /3 | /10 |
| | | Experimental procedure was detailed | /3 | |
| | | The experiments could be replicated | /4 | |
| | Theory & Analysis | Key equations provided and explained | /3 | /10 |
| | | Solution algorithm presented | /4 | |
| | | Assumptions clearly identified | /3 | |
| | Results | Collected Data presented graphically | /3 | /15 |
| | | Key results identified | /3 | |
| | | Key results address objective | /3 | |
| | | Key results lead to conclusions | /3 | |
| | | How good are the results (statistical analysis) | /3 | |
| | Conclusions & Recommendations | Logically flow from the data presented | /6 | /15 |
| | | Address the objective | /6 | |
| Limitations Identified | | /3 | | |
| Presentation 40% | Visual Aids | Slides facilitated communication of topic | /5 | /25 |
| | | Consistent formatting | /5 | |
| | | Organization for presentation | /5 | |
| | | Amount and clarity of text | /5 | |
| | | Readability of text, legends, scales and labels | /5 | |
| | Presentation | Attire | /5 | /15 |
| | | Preparation and delivery | /5 | |
| | | Participation | /5 | |

Comments:



Building Your Presentation (Technical Content)



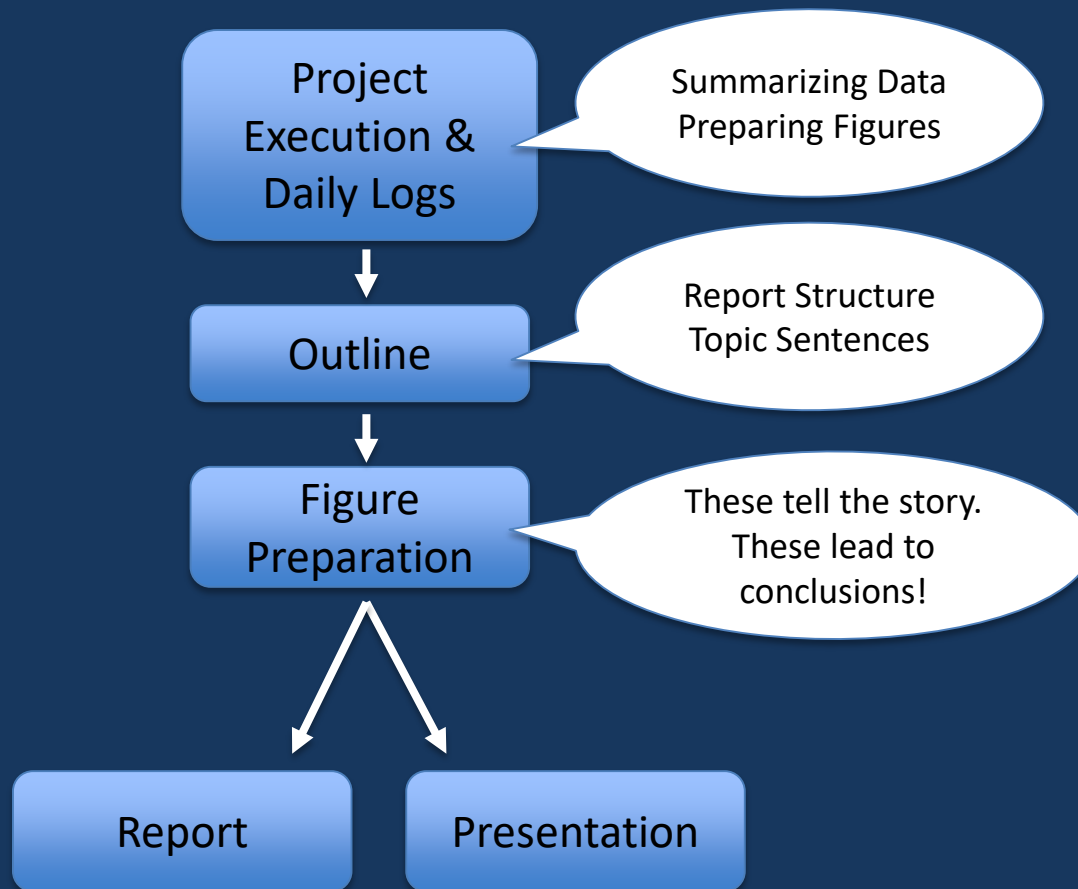
Pre-Presentation Preparation

Where did this come from?

Paper / Report



Presentation





Presentation Sections

- For a technical presentation, these should be the same as for a report
 - Introduction & Background
 - Experimental Methods
 - Theory & Analysis
 - Results
 - Conclusions & Recommendations
- Sometimes content should be adjusted due to the nature of the technical work

These had better be included!



Title Slide

Title of your Presentation

Presenting Author¹, Co-Author¹, Co-Author²...

1. First Organization
2. Second Organization

Often graphics or logos from the institution are placed here

Venue for Presentation, Date



Introduction & Background

Required Elements

Objective clearly
communicated

Background information
provided

General Tips

- Should be about 2 or 3 slides
- Assume that your audience:
 - Does not have firsthand knowledge concerning your subject matter
 - You have to provide the building blocks for understanding
 - Very quickly introduce the topic
 - Explain why you care about the topic
 - Convince the audience that they should care



Experimental Methods

Required Elements

Details of Experimental Apparatus

Procedure was Detailed

Experiments can be Replicated

General Tips

- Should be about 3 or 4 slides
- Figures and tables are better than words
- Animations on the labels help to draw attention to components at the right time
- Tables that contain a lot of information (procedure) will not be digested during the talk. Highlight the important features



Theory & Analysis

Required Elements

KEY Equations Provided
and Explained

Solution Algorithm
Presented

Assumptions Clearly
Identified

General Tips

- Should be about 3 slides
- Figures and tables are better than words
- Animations on the labels help to draw attention to components at the right time
- Tables that contain a lot of information (procedure) will not be digested during the talk. Highlight the important features



Results

Required Elements

Data Presented
Graphically

Key Results Identified

Key Results Address
Objective

Key Results Lead to
Conclusions

How Good Are Results
Statistical Analysis

General Tips

- Should be about 4 or 5 slides
- Figures (Graphs) are necessary
- Point out the behaviors that are important for your story
- Use animations to highlight behaviors
- Short statements that prelude your conclusions are nice to include



Conclusions & Recommendations

Required Elements

Conclusions Logically
flow from results

Conclusions Address the
Objective

Limitations Identified

General Tips

- Should be about 3 or 4 slides
- Assume your readers are intelligent (maybe more than you)
- They want to draw their own conclusions about your information
- Your previous slides had better lead them down the path to conclude exactly what you present here
- Be careful not to read bullet points



Presentation Tips



General Tips

You are telling a story

Develop a succinct logical flow of events

Don't include all of the details

You will never have enough time

Include the pieces that tell your story



General Tips

Use a narrative structure like a detective story:

#1 Present the problem

#2 Describe the search for a solution

#3 Provide an “aha” moment



General Tips (Slide Usage)

Keep your slides simple

Don't use the slides to substitute
for your words

Don't read the bullet
points off of the slides



Presentation Delivery

Not Great: Reading a prepared script verbatim

Good Approach: Prepare bullet points and talk around them

Best Results: Rehearse it until you have internalized every word

Be intimate with your audience, conversational



Stage Presence

There is no substitution for a good story

Stage presence is also useful

Don't move around too much

Keep your lower body motionless
and use gestures

Most important to make eye
contact. Talk to your audience!



Nerves

Being nervous is not a disaster.
Everyone feels nervous to some degree!

Don't let nerves impair your ability to deliver your message

How do I overcome nervousness

#1 Be prepared

#2 Own your presentation

#3 Don't over prepare

#4 Prayer