Tips for Great Oral Presentations

ENGR 10
Charles W. Davidson
College of Engineering
San José State University
Provide ENGR 10 students with presentation guidelines to help improve their oral communication skills

- Build a foundation of basic oral communication skills for the future
- Provide specific tips for successful E10 presentations
A presentation is . . .

**Oral/visual** form of communication

**Preferred method** of the industrial and business environment
Why present?

To sell, explain, justify, your design, solution, ideas, to colleagues, management, customers.

Remember:

• You are presenting yourself in addition to your project.
• The audience is listening and watching you.
An Oral Presentation is Different from a Written Report

- **Time sensitive**
  - specific time allotment

- **Fleeting**
  - confused listeners cannot flip the page and review what was said

- **Spoken**
  - intonation, pronunciation, style, speed

- **Visual**
  - gestures, body language, eye contact, graphics
Oral presentation prep starts with:

- What is my purpose?
- Who is my audience?
Oral Presentations in E 10

Wind Turbine Design and Performance

Robot Design and Performance

STOP HERE: Show samples of previous presentations
What do you think?

The slide presentation had

A. Not enough animation
B. Just the right amount
C. Too much animation
General Format of a Presentation

The beginning

Front Slide

Introduction

The middle

Body of the Presentation

Conclusions

Recommendations

The end
First complete (or almost) the “project technical report.”

Your Presentation → the high points of report
Good Practices

- Use the $L^2$ rule:
  - Large (font: 20-22 minimum; this is 28) and Loud (voice)

- Use simple font:
  - Arial, Helvetica if available, or similar.
  - *Don’t USE fonts like these.*
  - Sometimes THE computer doesn’t support them.
More Good Practices

- Use **bullets**: Short phrases or sentences
  
  No more than 2.5 lines per sentence

- Use **past tense**: Project has been completed

- Use **third person**: State what the team did.

- Organize in terms of goals, processes, & outcomes
  
  Not as a chronological journal

  Don’t present “dear diary”
Stay on Time
Color and background selection:

- What may look good on a PC screen 18 in. away may not be visible at 25-40 ft.

**Timing**: Estimate ½ - 2 minutes per slide.
- Give the audience time to absorb the information.

**PPT animation effects**: Keep it simple.
- Not every line needs animation and not every slide needs an image.

Typically have a heading and/or subheading.
Charts – Preferred over tables.

- Must have labels: title (other than x vs. y), parameter names and units.

Tables (when appropriate):

- Titles, section headings, highlight specific data, (do not read the entire table, use charts instead.)

Math (when appropriate): show the formula and final answer only.

- Skip the calculations

Drawings, sketches, pictures etc.

- Do not clutter the slide.
What do you think?

The best way to have a good presentation is to memorize it line by line.

A. True
B. False
Perfecting Your Presentation

Rehearse: (individually and as a team.)

- Figure out
  - Who is doing what part
  - How to hand off sections.
- Some team members may need more rehearsal time than others.
- Have a dry run the day before, and in the same environment as the final presentation, if at all possible.
**Delivery**

- **Presenter:** Maintain eye contact with the audience. Stand ~ 90° and near the edge of the viewing screen.

- **Rest of the team positioning:** Stay out of the viewing screen path. Do not become a distraction.

- **Room environment:** Presenting team is in control of lights, noise, chairs, and any other obstacle. Adjust as needed.

- **Team organization:** Sequence of events and of presenters.

- **Dress code:** Appropriate for the audience. (no hat, gum, etc.)
Reading from notes: An absolute no.

You participated in the design, assembly, and test of the project, you can present it without “Cue-Cards”. They make you look like you don’t know what you are doing.

Enthusiasm: An absolute must.
(best thing since sliced bread).

(fake it if you have to)
General Format of a Presentation

The beginning
- Front Slide
- Introduction

The middle
- Body of the Presentation

The end
- Conclusions
- Recommendations
1. **Title Slide:**
   - Sets the stage; The 1\textsuperscript{st} impression.
   - Title, Date, Location.
   - Names of all team members and possible titles of responsibility. (Names of presenter on individual slides can also be practical and shows organization.)

2. **Introduction slide:** *(The beginning)*
   - Must always have one. Connects with the audience.
   - What is the presentation all about? It may include an outline to indicate where the presentation is going.
   - Its purpose/goal.
Design: Your final design concept

Built/Assembly: Sequential sets of activities. Use lists, table formats, flow charts.

Test: Summary of test set up/procedure, summary of measurements, plots.

Performance evaluation:

a. Compare test/performance results to project criteria.

b. Good performance meets/exceeds given criteria.
Conclusions:

- On information already presented (not on anything new).
- Review of presentation’s key points/ accomplishments.

Recommendations: If any

…This concludes our presentation - are there any questions?…

This will wake up those who are asleep and give you an extra:
Main Points

Three main parts of a presentation.

Slides: Font size and type, color etc.

Identifying and labeling visual aids.

Appearance and body language of the presenter(s).
Recommendations for A+ Presentations

- Review project and presentation guidelines
- Generate a rough draft of your presentation
- Coordinate and review with the team.
- REHEARSE