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)
- **Forecast** (1 slide)
  Give gist of problem attacked and insight found
- **Outline** (1 slide)
- **Background**
  - **Motivation and Problem Statement** (1-2 slides)
  - **Related Work** (0-1 slides)
  - **Methods** (1-3 slides)
    Explain your approach; illustrate algorithm
- **Who am I?**
- **What is the problem?**
- **Why is it important?**
- **What have others done?**
- **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)

- **Future Work** (0-1 slides)
  **Backup Slides** (0-3 slides)
  Optionally have a few slides ready to answer expected questions.

3 Things to Remember!
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.