

# Seminar

# Public Speaking

# 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 ten 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**

**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

# Public speaking and body language videos available at:

- A-** <https://www.youtube.com/watch?v=5U-ecOk0gWA>
- B-** <https://www.youtube.com/watch?v=f9xwP6V-0vQ&NR=1>
- C-** [https://www.youtube.com/watch?v=KVfd6wz\\_1VA](https://www.youtube.com/watch?v=KVfd6wz_1VA)
- D-** <https://www.youtube.com/watch?v=w82a1FT5o88>
- E-** <https://www.youtube.com/watch?v=eIho2S0ZahI>
- F-** [https://www.youtube.com/watch?v=Ks-\\_Mh1QhMc](https://www.youtube.com/watch?v=Ks-_Mh1QhMc)

# Presentation skills

- ❖ A- Speaking with confidence
- ❖ B- Quick and Fun - Like an action story
- ❖ C- Visual aids - types of visual aids:
  - ➔ Posters, audio & video, handouts
  - ➔ Design principles:  
Slide layout, colors, fonts, text, images, graphs & charts.
- ❖ D- Structure, Practice, Body language