

Presentations

Most of you will have some experience of giving presentations, either from school or from earlier years of the course. This page is designed to remind you of some of the things you **should** do, and some of the things you should **not** do.

You should

Organise

Plan what you have to say. What are your main points? Avoid excessive detail.

- Use **mindmaps** or outlining in your word processor.
- Plan the **logical development** of your ideas.

Use the 3 stage process:

- Start with an *overview* of your main points.
- Then develop each of your main points in some more detail.
- Finally, *summarise* each of your main points.



Present confidently

- Speak in a **clear, loud voice**. Project your voice to the back row of seating.
- **Maintain eye contact** with all of the audience. This takes a conscious effort. Don't watch the screen where your slides are projected.
- Be **confident** and **enthusiastic**. This takes practice!
- **Stand tall** and relaxed. **Smile!**
- Use **effective visual aids** that everyone can see.

You should NOT

- Be disorganised. Preparation and organisation are essential.
- Read your talk. This is very boring for the listeners and they will quickly lose interest.
- Speak with cue cards. Use visual aids instead.
- Speak without visual aids. Have at least one overhead that summarises your main points – **no more than one slide per minute** of presentation.
- Hold up an A4 sheet at the front of the class and expect everyone to be able to see it. Make it into an overhead.
- Use small type on your overheads. 24 pt is a minimum. Learn to use PowerPoint.

The most common mistakes

- **No Introduction**. Tell us where you're going. Use a summary overhead to explain the main parts. Introduce the other speakers and what they will be covering. (This could be a simple table on one slide).
- **No Conclusions**. BIG mistake! Copy your summary slide to the end. Tell us again the main things that you've covered. Remind us of the key elements/innovations/strong points of your design. What do you want us to remember about your work. Remember that we will be as attentive as you are in lectures. ;-) Invite questions that address any of your key issues.
- **Too much detail**. We want an overview of what you've done. Where you need to talk about detail, do it sparingly.
- **Text that is too small** on slides. Use no more than 30 words per slide. Text should be 24 pt and larger. Use PowerPoint's default ability to produce well laid out slides.
- **Tables of data** fall in the same category. Make them into charts. Keep them simple. Enlarge text when required. (Excel text on charts is usually too small without modification).

- **Reading your presentation.** If you need to write a script, summarise it onto your overheads then throw your script away. If you forget to say something, only you will know. The only notes you should need are your overheads. Forget about palm cards.
- **Looking at the screen.** Watch the monitor in front of you to see your slides. Maintain eye contact with the whole audience, not just the lecturers.

Finally, **dress** for the occasion. Sloppy, casual street clothes do not belong at a professional presentation. Dress as if you're at a job interview.

Quick Tips for an Effective Poster

Posters are another way of communicating your information. They are best used as an aid to a discussion and should only represent the essence of your topic. Remember – less is more. Most of you will have prepared some posters before. This page is designed to remind you of some of the things you **should** do, and some of the things you should **not** do.



You should – Plan

Before you rush to your computer and start designing your poster, there are a couple of things you need to do first. Planning your poster is extremely important.

Start by writing down everything you would like to have on your poster, keeping in mind your target audience.

Draw your poster on a piece of paper, adding all the different sections and headings you would like to cover in your poster as well as the text. Let someone proofread for grammatical and spelling mistakes.

Use Visuals

Graphics, photographs, diagrams, etc., are very important components of your poster. They will add interesting visuals to the poster, helping you to get your message across. Enlarge and crop your visuals, if necessary, by zooming into the relevant part of the picture/visual. Make sure that your visuals are clear and of good quality.

Use Colour wisely

Colour plays a very important role in posters. Choose colours that complement each other. Certain colours, like certain yellows, etc., are difficult to see and read. Text and background colours should complement each other. Make sure your foreground colour (text) is clear and soft on the eyes when combined with the background colour.

Use different text size & font type

Text size & font type are a very important aspects when designing a poster. They will determine whether your audience will be able to read your poster with ease. If not, all your hard work was for nothing. Choose a font type that is easy to read. Use the following text sizes:

Main title	100 points	At least 4 cm high.
Subheadings	48 points	Between 1,5 – 2 cm high.
Body text	24 points	Between 0.5 – 1 cm high

You should NOT

- Add unnecessary or irrelevant information to your poster.
- Don't use too much colour – it will look busy and cluttered
- Don't add too many visuals, the poster will just look "busy"
- Use small type. **24 pt** is a minimum.
- Dress in sloppy, casual street clothes – these do not belong at a professional poster presentation

Presentation assessment

Presenter:.....

Assessor: **Date:**

Assess each of the following criteria for the speaker. Use these to form an overall score for the speaker. (G=Good, S=Satisfactory, N=Not satisfactory).

Content

<p>Well planned and structured (clear beginning, middle, conclusion)</p> <p>Good breadth versus depth balance (not too detailed, not superficial)</p> <p>Showed deep understanding of the material (eg answers to questions)</p>	<p>G S N</p>	<p>Poorly planned and structured (eg no conclusion, just stopped)</p> <p>Poor breadth versus depth balance (too detailed or too superficial)</p> <p>Understanding of the material seemed doubtful (unable to answer many questions)</p>
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Visual aids

<p>Easily readable (large font, simple diagrams)</p> <p>Visuals contributed well to the understanding of the seminar</p> <p>Attractive, simple use of font styles.</p> <p>Clear, large, easy to read diagrams, photos and charts.</p> <p>Well scanned, clear line work.</p> <p>Easily readable from 3 m</p>	<p>G S N</p>	<p>Too much text or text too small. Too many text styles.</p> <p>Small, messy diagrams</p> <p>Barely readable from most seats</p> <p>Visuals contributed little to the effectiveness of the seminar</p>
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Presentation

<p>Clearly audible voice, well modulated, interesting voice at a good speed.</p> <p>Good eye contact with the audience.</p> <p>Confident posture, effective use of gestures and humour</p>	<p>G S N</p>	<p>Inaudible voice (too soft, mumbled, ...), dull and lifeless voice, spoken too quickly or too slowly.</p> <p>No or little eye contact.</p> <p>Insecure posture, little use of gestures or humour</p>
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Overall score:	G S N	
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Well done

Suggestions for improvement
