

Presentation Skills

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Previous Experience

- What presentation types are you familiar with ?
 - When/how are they used ?
- What makes a good presentation (to you) ?
- What are the key elements of a presentation ?
- Powerpoint: What is the role of the slides ?

First questions

- Who are you talking to ?
- How important is the presentation ?
- Why are you talking to them ?
- What do you want to tell them ?
- How long have you got ?

Layout basics

- Find your own style !
- Use images and graphics
- Tricky: Data plots
- Sans serif fonts (Arial or Helvetica)
- 24 pt, 32 pt or even 36 pt.
- Use **colour** to highlight text.
- Prepare plots carefully !
- Calculate 1 slide / minute

Performance

- Don't apologize
- Speak loudly and clearly
- Use short simple sentences
- Avoid jargon and abbrev.
- Vary pitch, tone, volume, speed and pauses.
- Be enthusiastic
- Eye contact – keep an eye on time

Expert Moves

- Transition between slides
- Optimize interplay slides, gesture and voice
- Stay in the heads of the audience – create images !
- Extra slides for Q&A part
 - Make audience ask questions

Visual Aids

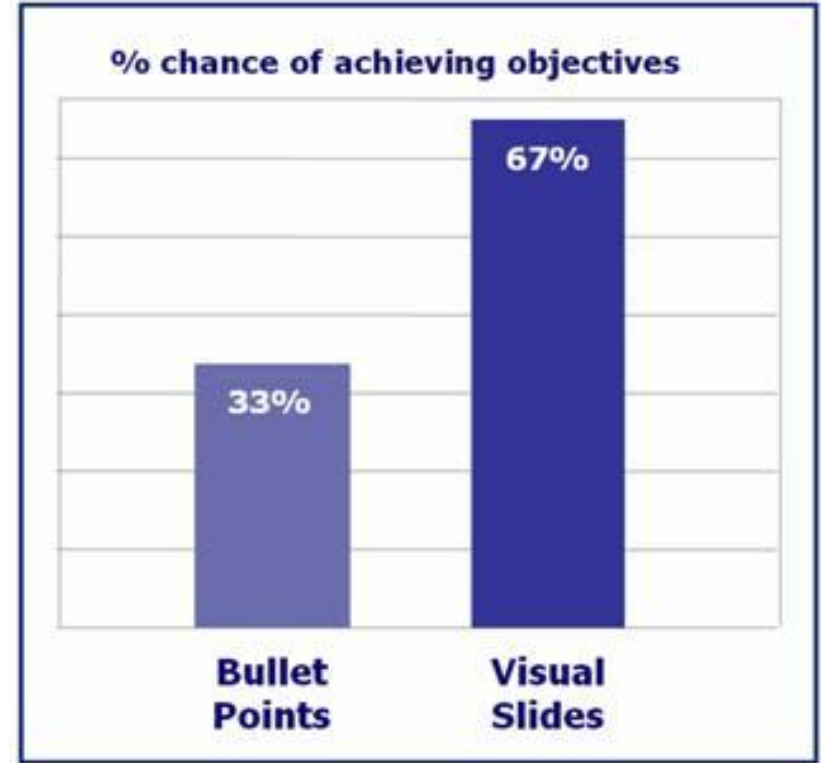
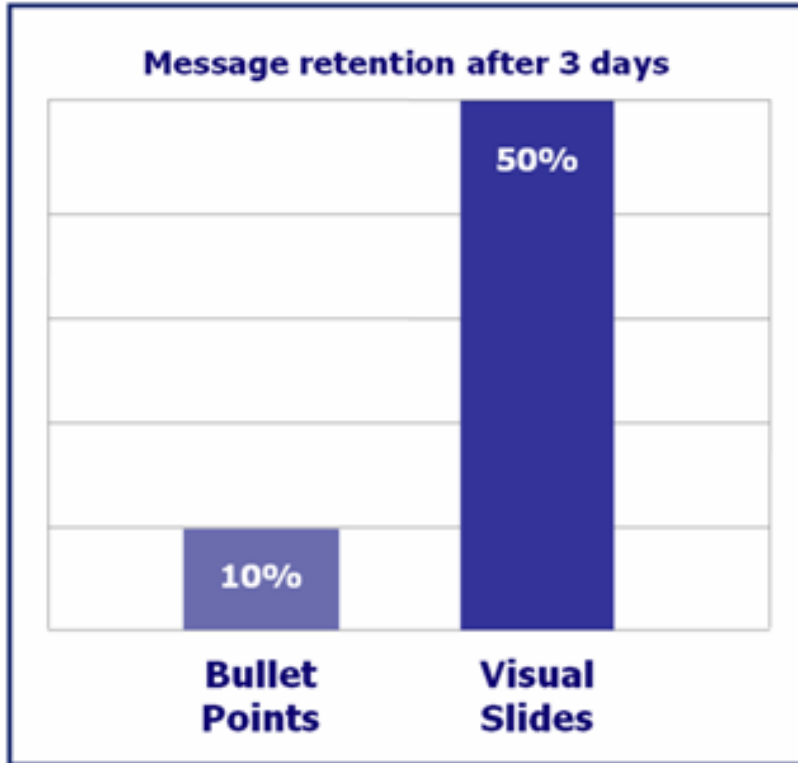
- How do we take in information during a presentation ?



A. Merhabian (1972)

Visual Aids

“A picture says more than a thousand words.”



Make your presentation memorable !

Practice Makes Perfect !

- Rehearse out load at least four times;
- Get opinion from friends, family, colleagues;
- Rehearse against a clock;
- Optimize vocal-slide relation.

