Powerful Presentations

Road Map To The Total Oral Presentation

Road Map

- Analyze Audience
- Determine Purpose
- Structure Presentation
- Prepare Visuals
- Anticipate Questions
- Do Follow-Up

Anatomy Of A Presentation

- Opening
  - Capture Interest
  - Introduce Topic

- Body
  - Main Point
  - Support

- Closing
  - Summarize
  - Call To Action

Organization of a 6+1 min Talk

- 1 Minute - Introduction
- 4 Minutes - Body
- Main Points
  - Sub Pt. 1
  - Sub Pt. 2
  - Sub Pt. 3
- 1 Minute Closing
- 1 Minute Q & A
Opening Objectives

- Arouse Interest
- Orient Audience
- Direct Attention
- Reveal Yourself

Effective Opening

- Statement “My Topic Today Is”
- Picture
- Statistics
- Questions

Hierarchy of Believability

- Working Device (IT)
- Video of IT
- Computer Simulation of IT
- Photo of IT
- Drawing of IT
- Sketch of IT
- Verbal Description of IT

Effective Closing

- Summary Statement
- Action Request
- Memory Jogger
Six Commandments for Preparing Visual Aids

- Unity
- Simplicity
- Legibility
- Consistency
- Clarity
- Quality

Factors Influencing Visual Aids

- Time Available
- Subject Matter
- Cost Limitations
- Availability of Equipment
- Type of Audience
- Ability of Presenter

Choices

- Computer Projector – Big audience, but complex, with many ways to fail
- Laptop Screen – Small audience
- Transparencies – Flexible
- Paper copies – Safe backup for small audience

Effective Visuals

- Clarify
- Stimulate Interest
- Emphasize and Reinforce
- Support and Expand
- Use Color
- Use Pictures and Graphs
Rules For Making Visuals

- Include 1 Idea Per Chart
- Keep It Simple
- Title All Visuals
- Use 7 Words x 7 Lines Maximum
- Use Key Phrases - Not Sentences
- Use Pictures And Graphs

Preparing Visuals

- Make Landscape, not Portrait
- Use Big, Bold Letters
- Avoid Abbreviations

PowerPoint Issues

- Consider reducing animation
- Beware of slow-loading graphics
- Have paper backups
- Print Handouts 6/page

Working With Visuals

- Stand Near Screen
- Keep Hands Free for Gestures
- Speak to Back Row
- Point With Words or Laser Pointer
- Show When Ready : Not Before
- Plan to Spend < 1 Minute Each
- Clear Before Continuing
Fielding Questions
- Concede The Right To Question
- Relax And Listen
- Direct Question to Team Mate
- Repeat Question
- Clarify And Pinpoint Concern
- Answer Question, then Stop
- Continue With Next Question

Rating A Presentation
- Appearance
  - Gestures And Posture
  - Eye Contact & Facial Expressions
- Voice
  - Enunciation
  - Speed, Pace, And Tone
  - Diction
- Contact
  - Rapport

Importance of Practice
- Defines timing, handoffs, rough spots, charts/words to improve
- How?
  - To yourself (Role-play audience)
  - To tape recorder or video camera
  - To teammates
  - To test audience

Summary
- Organize Talk
- Plan Visuals
- Be Aware Of Delivery Skills
- Practice, Practice, Practice
For MEEG 304 Final Presentation

- Share the time (6 + 1 min. Q & A)
- Emphasize key decisions leading to your unique solution

Final Presentations due as integrated PowerPoint file named t#.ppt attached to message in Exec level of MyCourses Team Discussion on assigned presentation day by 8am.

Final Presentations from 8:55-9:55 on Monday, 5/19, (Teams 8-15) or Wednesday, 5/21 (Teams 1-7). Each team gives a 6-minute talk followed by 1 minute Q/A.

Presentations may not run overtime!