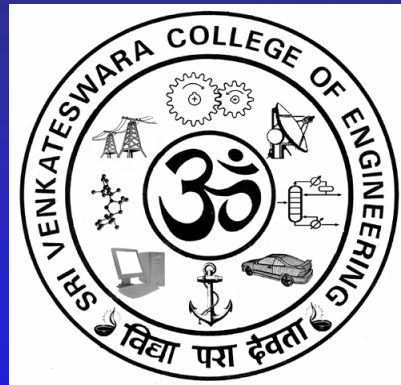


Research Presentation Skills

Dr.N.Venkateswaran, Professor



Sri Venkateswara College of Engineering
Department of ECE
Sriperumbudur –602 105



Outline

- Introduction
- Objective
- Part –1: Oral Presentation skills
- Part –2: Material presentationskills
- Conclusion
- Q&A



Part –1: Oral Presentation skills

Steps to be followed

- Planning
- Preparation
- Organize the talk
- Content of the talk
- Practice
- Making the presentation
- Answering questions



Planning the talk

- **Type** : Seminar, Conference, Viva-voce
- **Composition of the audience** : Special or general and Number
- **Time allotted**
- **Information content**



Preparation

- Start preparing well in advance
- Identify the issues you plan to discuss
- Arrange these issues in a logical sequence
- Use short sentences with simple constructions
- Make a logical transition
- Run through the talk once, early.
- Go back and re-think the sequencing



Preparation(cont...)

- Do not assume that the audience will be familiar with basic concepts
- that form the foundation of your talk.
- Outline these concepts briefly
- Attempt to identify problems or questions the audience may have and address them in the talk.
- The most important preparation factor is to rehearse.
- presentation out in front of a few colleagues.
- Ask for feedback, then act on that information



Organize the talk

Introduction:

Topic and purpose - what and why

Outline

Benefits

Body:

expand on your methodology,

Examples, statistics

Close:

Summarize your work,

Future direction



Pros & Cons

- Briefly enumerate for the audience the good points AND any problem areas encountered in your research.
- This will encourage the audience to pay attention to *you*, rather than work out the drawbacks *for you*, during your talk...



Content

- **Title / author / affiliation**
- **Objective / Problem statement**
- **Motivation**
- **Existing solutions / Related Work : superficial**
- **Proposed Methods / Conditions and assumptions (4 -6slides)**
- **Proposed solution / Results (4-6 slides)**
- **Comparison of solutions**
- **Summary /Conclusion (1 slide)**
- **Future Work**
- **Backup Slides**



While Delivering

- Look at the visual aid, then
- TURN to your audience, then
- TALK to your audience and not to your visual aid
- Do not use laser pointers unless absolutely necessary
- Don't insert jokes



Handling Questions

C.R.A.M. Strategy

Concentrate

Repeator Rephrase

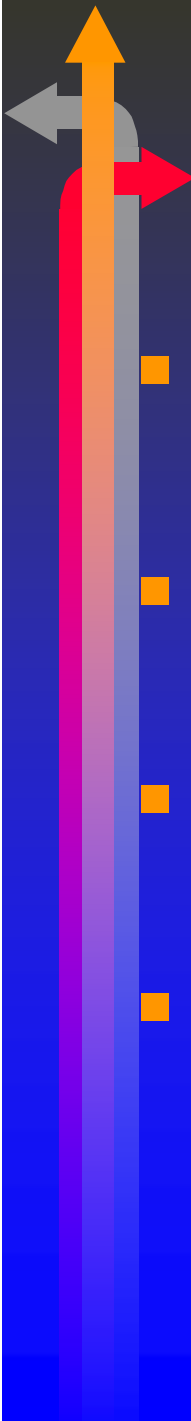
Answerbriefly

Moveon

A decorative graphic on the left side of the slide. It features a vertical bar with a color gradient from blue at the bottom to orange at the top. At the top of the bar, there are three arrows: a grey arrow pointing left, a red arrow pointing right, and an orange arrow pointing up.

Handling Questions

- Understand the question, if not ask for clarification
- Do not rush to answer. Wait for the questioner to finish asking the question
- If a question is asked during the talk, and it will clarify an ambiguity, answer it immediately
- Postpone other questions until the end of the talk.
- Avoid extended answers and arguments



When you don't know the answer

- Give concise, clear responses if you know the answer.
- If you don't know, don't give a fake answer.
- I don't have that information at this time, but I will get back to you.
- If asked for confidential information, say, I am not at liberty to disclose that information.



Question & Answer: Move

- Move on to the next questioner: Finish your answer by looking at someone other than the questioner.
- This keeps the Q & A lively and prevents you from entering a dialogue with one person.



Part -2: Material Presentation

Preparation

- LARGE Readable from the back of the room
- Colorful
- Short and Simple
- No more than 2 fonts (Arial, Verdana, Tahoma)
- **bold characters**
- Symbols, Graphics, etc. - be consistent



General Guidelines

- Roughly one slide per 1 or 2 minutes of talk
- Each slide should have a title
- 9 lines and 7 words max per line
- **High contrast**
- **Light lettering/lines on a dark blue background**
- **In “File->Page Setup...” window specify:**
 - **Slides sized for: “On Screen Show”**
 - **Slide orientation: Landscape**
- **High contrast: Light lettering/lines on a dark blue background**



StyleGuidelines

- Shortphrases, notlong sentences
- 36Point Titles *orlarger!*
- 28point text *orlarger!*
- Donot usefonts smallerthan 28point,
- Do not dump too many words and too many points.
- Keep your slides under nine lines



PresentationFiles

- In a conference, Chairpersons will collect and review all presentations at least one week in advance.
- **One file per speaker**
- **File totally self-contained**
- **No links to:**
 - Other files
 - The internet



Contrast

- *Highcontrast*
- Use *lightlines/text on a dark background*
 - Foreground: White,yellow, lightcyan
 - Background: Darkblue
 - Caution: **Red, orange** or blue lettering and lines become unreadable when projected



FORCD -ROM

- **Make sure the file is readable when printed in black and white**
 - **for Workshop notes and CD-ROM**
- **View --> Black and White.**
- **Same command again, to go back to color.**



DisplaySpeed

- Slides should display instantly
- Do not distract the audience with slow transition effects
- Avoid overuse of slow graphics, fonts and special effects
- Default settings should be:
 - Effect: No transition
 - Speed: Fast
 - Advance: On mouse click



Borders

- *Borders are discouraged!*
- They reduce the amount of space available for your text and data
- They slow down the slide display



Transitions Between Lines

- Optional, and can be made highly effective
- Focus attention on a specific line of a slide
- Dim previous lines
- Make transitions be instantaneous
- Use sparingly



Diagramslides

- Keep diagrams simple
- Easy to view
- Make text readable with large font
- Use all space in rectangle
- See View --> Notes Page



Presenting Data - Graphs

- Use graphs, not tables
- Keep graphs simple
- Eliminate distracting gridlines
- Use large font sizes including the numbering on the axes.



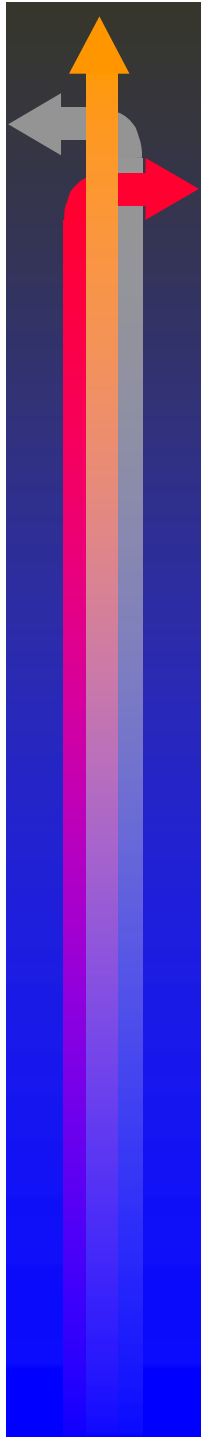
Conclusion

- Oral presentation
- Keep your slides simple
- Use large fonts for high visibility
 - 36pt for titles
 - 28pt for details
- High contrast colors
- Highlight, don't detail



EndSlide

- - Say "thank you" at the end of your talk
 - They should understand that you have done with and that they should applaud



- Thankyou