

1/14/2019

Oral Presentation Guidelines and Tips (for Advanced Lectures and Final Projects)

Listed below are some presentation guidelines and tips summarized from previous classes.

General:

- It's a good idea to make sure the colors you choose for your slides are not distracting and are light enough to allow the class to read the text clearly.
- Well-detailed and illustrative slides add tremendously to any presentation
- Check to make sure the projector does not cut off any part of the slides.
- Try not to fit too much information per slide
- Do a run-through presentation, practicing looking out at the audience and making efforts to engage them in your lecture, as well as focusing on speaking clearly and slowly, and loud enough for everyone to hear you.

Content:

- It is important to balance your presentation appropriately so that you can cover all of the following *within the time limit*:
 - provide a solid background or foundation for your principle ideas/propositions
 - state clearly the explanation of the problem/point of the lecture and motivation
 - give a concise explication and analysis of your research, including specific examples/scenarios and worked-out equations to support your ideas
 - summarize your conclusions clearly
 - present applications or methods of use, comparisons with competing systems or models, "what's the next step?" suggestions, etc.
 - don't forget to leave time at the end for a brief Q&A session.
- Organization is extremely important, as is flow of ideas—while it's important to add depth to your presentation, straying too far or saying too much might confuse your listeners and make them lose the main points.
- Where solid research and experimentation fails to give conclusive results, include your own intuitive explanations.

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