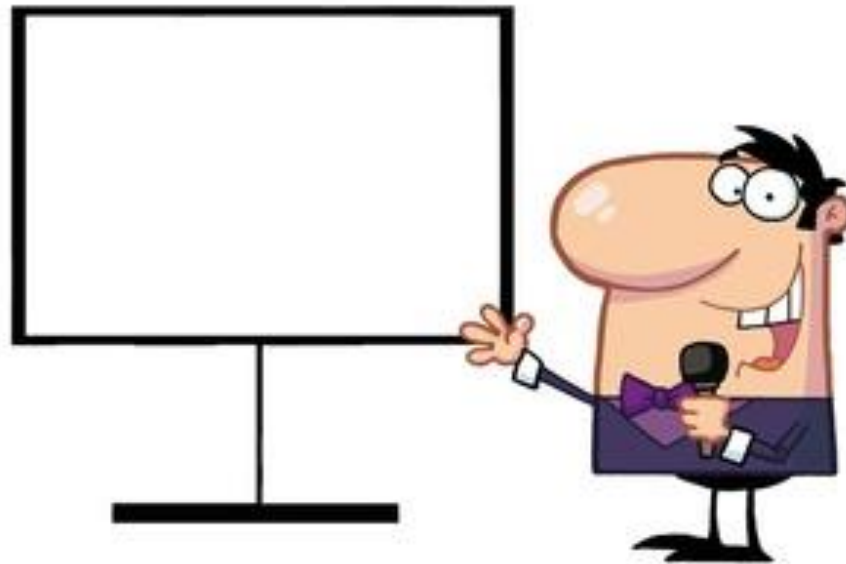


Introduction to **How to Present**



Dr. Anas Toma
TU Dortmund

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Note

This presentation provides some guidelines and suggestions for preparing a good presentation and how to present it.

Everyone may have his own steps or method.

Outline

- Introduction
- How to Prepare a Presentation
- How to present
- Summary
- Proseminar Presentations and Report
 - Rehearsal
 - Short Report
 - Final Presentation
 - Rehearsals ordering

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Introduction

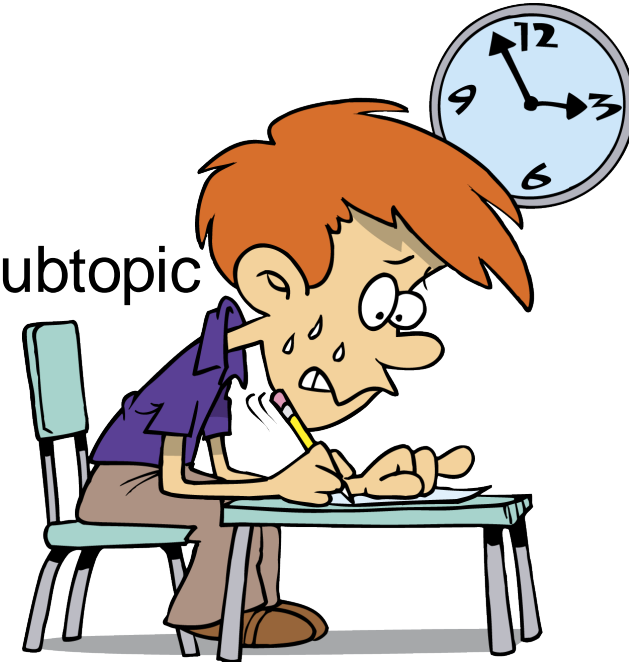
- More than **400 million** copies of PowerPoint were in use in 2002
- **20 – 30 million** PowerPoint presentations per a day
- Exponential growth

Introduction




- More than **400 million** copies of PowerPoint were in use in 2002
- **20 – 30 million** PowerPoint presentations per a day
- Exponential growth
- **Free of charge** alternatives
 - LaTeX Beamer
 - LibreOffice Impress
 - OpenOffice Impress

How to Prepare a Presentation

- Read your topic quickly
- Divide it into subtopics or main parts
- Mark the main ideas or points for each subtopic
- Read it again
- Rewrite the ideas into slides
 - **DON'T COPY and PASTE**
- Arrange the subtopics/ideas in a logical order
 - Connections and transitions
 - Story style



Presentation Structure

- Introduction (~15-20%)  What you will tell the audience
- Body (~75-80%)  Tell them
- Summary/Conclusion (~5%)  What you already told them

Good Slides

- Main points with less text
 - e.g. one idea per slide
 - Clear and simple
 - Short sentences
- Consistency
 - Design and fonts
- Attractions
 - Facts, real life examples, numbers, surveys, etc.
 - Story style
 - Transitions between topics



Have a Simple Day



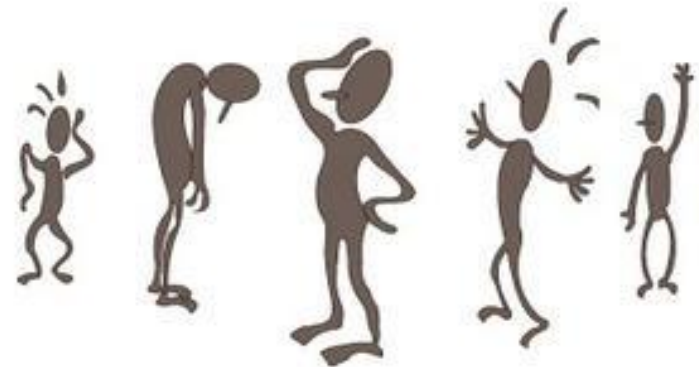
Good Slides Cont.

- Illustration
 - Figures, diagrams, charts, etc.
 - Good quality
 - Better to be high quality
- Animation
 - Meaningful
 - Simplify complex ideas or contents
- Meet the assigned time slot
- Don't forget to refer to the sources of the presented information



How to present

- Plan what do you want to say
- Dynamic speaking style
 - Don't let the audience sleep
 - Pauses, changing tones, questions and discussion
 - Clear pronunciation
- Eye contact
- Body language
 - Gesture and facial expression



How to present cont.

- Self confidence

How to present cont.

- Self confidence
- [Physical appearance]
 - Do you think it is important?
- Be ready for questions
- Practice
 - Rehearsal
 - Timing



Summary

- Use effective introduction
- Clear and simple slides
 - Not full of text
- Smooth sequence
- Consistency
- Visual aids

Summary

- Use effective introduction
- Clear and simple slides
 - Not full of text
- Smooth sequence
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Thank you

References

- Russell J. Craig and Joel H. Amernic. PowerPoint Presentation Technology and the Dynamics of Teaching. Innov High Educ (2006).
- Roberta Lundeberg, Elaine Schrumpf, Mona Easley, Roberta Newman, Tammy Skubinna and Mary Arnold. Parts of a Presentation, Oregon State University 4-H Youth Development, 2009.
- Steve Mandel. Presentation Skills – A Practical Guide to Better Speaking, Crisp Pub Inc 2006.
- Note: these slides use Microsoft clip arts. Microsoft copyright restrictions apply.

Proseminar Presentations and Report

- Rehearsal: 20 – 25 minutes
- Short Report: Your opinion on the topic
 - Usefulness
 - Feasibility
 - Overhead
- Final Presentation: 20 minutes
- Rehearsals ordering ([Fruit Machine](http://www.classtools.net/education-games-php/fruit_machine))
 - (http://www.classtools.net/education-games-php/fruit_machine)

Thank You



Backup Slides

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