Introduction to
How to Present

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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
Outline

- Introduction
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Proseminar Presentations and Report
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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
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- 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
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

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  - Not full of text
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Thank you
References


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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)
Thank You
Backup Slides

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