



Good Presentation Guidelines

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ICS 350/ 351/ 352 – Cooperative work

ICS 482 - Natural Language Processing

Outline



- Before the Presentation
- Presentation Organization
- Preparing Transparencies
- Delivery of Presentation
- Using Presentation Software
- Question time

Before the Presentation



- 📄 Knowledge of presentation subject
- 📄 Think and plan your presentation
- 📄 Communicate the key ideas
 - Don't get over-involved in details
 - Leave out obvious and complicated issues
- 📄 Organize and structure your presentation
 - Break the presentation into several parts
 - Use a top-down approach
- 📄 Review, rework, revise: Give it your best
- 📄 Practice your talk

Presentation Organization



- 📄 Cover Page: Title, Organization, Presenters, Course
- 📄 Outline: A brief guide to the talk
- 📄 Introduction: what you are going to present
 - Introduce subject
 - Motivate audience
 - Introduce minimum terminology
- 📄 Main Body:
 - Describe key ideas: requirements, Design
 - Explain significance of proposed ideas
- 📄 Technicalities: more
- 📄 Conclusion: Tell them what you told them

Preparing Transparencies



- ☞ Need not write full sentences
- ☞ Rule of thumb for word charts
 - Maximum seven words per line
 - Maximum seven items in a bulleted list
- ☞ Charts/ Diagrams
 - Make a single point and clear
 - Avoid too many symbols and colors
 - Avoid numerical tables
- ☞ Do not overload transparencies
- ☞ Do not use too many transparencies
- ☞ Explain ideas with pictures & diagrams

Delivery of Presentation



- 📄 Dress appropriately
- 📄 Set or stand straight, smile before you speak
- 📄 Make eye contact round the room
- 📄 Control your voice and motion
- 📄 Memorize your opening words
- 📄 Minimize language difficulties
 - no “Ums””, “Okays”, “Uhs”, “Aiahs”
- 📄 Try not to get anxious and nervous
 - You know more than they do

Delivery of Presentation



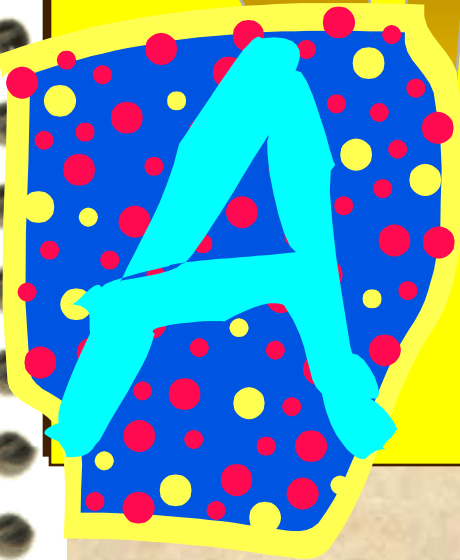
- Start slowly, vary the tone of your voice
- Do not read the screen
- Do not flash transparencies on the screen
- Fit your talk to the allotted time
- If a group project – introduce members; say “we”

Using Presentation Software



- 📄 Not slide show, get the better of you
- 📄 Choose a Theme
- 📄 Avoid busy backgrounds
- 📄 Proper choice of colors
- 📄 Use clever builds or reveals of bulleted charts
 - Appear or drop one bullet at a time
 - Do not use word by word animation

Slide Show



Using Presentation Software



- 📄 Not slide show, get the better of you
- 📄 Choose a Theme
- 📄 Avoid busy backgrounds
- 📄 Proper choice of colors
- 📄 Use clever builds or reveals of bulleted charts
 - Appear or drop one bullet at a time
 - Do not use word by word animation

Using Presentation Software



- ❏ Avoid images that can slow the presentation
- ❏ well-drawn, fresh and appropriate Clip Arts
- ❏ Equipment failures
 - Allow time to test equipment and run files
 - Prepare backup
- ❏ Demo Versus Screen Shots
 - Screen shots when possible

Question Time



- Let your questioner finish the question
- Be prepared to rehearse the question
- Keep your answers short
- Confess your ignorance
- Deflect hostile questions
- Be confident and well-prepared

Conclusion



- Before the presentation
- Organization and preparation
- Delivery
- Presentation software
- Suggestions