

SEMINAR 3.3
PRESENTATION

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Presentation skills

- You will probably need presentation skills in your future career
- Use every chance to improve your presentation skills
- Only a few percent of population are naturally good public speakers, others need practice
- Even if you are shy or introverted, you can be a great public speaker, you'll just need more practice
- Your presentation is a present to the audience
- Adjust your presentation to the audience

Presentation of your thesis

- You'll never have the second chance for the first impression
- Only 2 persons will read your Master thesis completely – your supervisor and a reviewer
- There will be 2 copies of your thesis on the table, committee members can flick through one of it.
- You'll have 10 – 15 minutes to persuade everyone that your thesis is good
- Therefore, the presentation has to be well-prepared, don't underestimate it

Practice makes perfect

Practice your presentation at home at least several times, but the more you practice the better.

Use the following algorithm:

1. Try your presentation with a stopwatch
2. Adjust your presentation to permissible time limit (10 to 15 minutes)
3. Practice alone with a stopwatch until you are satisfied with the result (you can use a mirror, record audio or video)
4. Practice with spectators and with stopwatch (ask to note your mistakes and not to interrupt you)
5. If possible, practice in the room where you will present

Making a presentation (1)

- Don't leave preparation of your presentation on the last minute, you'll need time to improve it and to practice it.
- Accept the fact, that you can't describe all Master thesis, add the most interesting and the most important things.
- The more interesting your presentation is, the higher your chances are to get interesting and easy questions from the committee members.

Making a presentation (2)

- Use faculty template for your presentation
- Choose the size of slides: (4:3) or (16:9)
- We don't have data projectors (16:9) at the department
- Every slide should have its title
- More slides with the same title – use numbers
- Add the number to each slide (easier to refer)
- Consider adding total number of slides

Making a presentation (3)

- Choose background color and font color very carefully
- If you didn't choose black-and-white color combination, then check, how your color combination looks on the data projector
- If your background is not white, it is better to use images with transparent background

Making a presentation (4)

- Choose the structure of your presentation, than fill in each part
- You can finish your presentation with thank-you-for-your-attention slide, and add several slides, which will help you to answer on questions from reviews, after it.
- The information that you say during answering on questions can be omitted in the main part of presentation

Making a presentation (5)

- Try to add only the things that you really understand and about which you know a lot
- Avoid too complicated and too trivial things (attention of the committee may be lost)
- If you use a formula, study it thoroughly

Making a presentation (6)

- Use less text and more images
- Text should be short, you can use incomplete sentences
- Long sentences distract attention (listener tries to read all text and to listen at the same time, but it doesn't work)
- The size of a font has to be big enough for everybody to see it

Making a presentation (7)

- Use high-quality images
- Don't add images with text that is not readable from the distance
- Don't put text and images too close to the borders of a slide (they can be cut off by a data projector)
- You can add important values that are very hard to remember (for example, precision)

Making a presentation (8)

- Don't forget to label axes on all plots (quantities and units)
- Save your presentation in several formats (pdf, ppt, pptx, ...)
- Check your presentation on the projector at least one day before defense, try to give a presentation if possible

Advices on presenting

- Inspire yourself by good presentations (TED.com)
- Wear socially acceptable clothes
- Maintain good volume of voice (not too soft nor too loud)
- Maintain good tempo (not too fast, nor too slow)
- Avoid filler words (“Um”, “Ah”, “You know”)
- Your friends can help you in spotting filler words and assessing your tempo and volume of voice
- Don’t expect complete silence during defense

Advices on in-person presenting

- Don't read from slides, you'll lose the connection with the audience
- Don't turn back to the committee
- Don't stand behind a table
- Use gestures, but don't overdo with them
- Avoid closed body positions
- Don't keep your hands in pockets
- Don't hold a pen or a pencil in the hand, it's better to take a laser pointer

Thank You for Your Attention