

Presenting a Final Year Project

Hussain Mahdi
 Student Support Centre
 Department of Electronic & Computer Engineering

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Overview

- Introduction
- Preparation and Structure
- PowerPoint and Visuals
- Delivering a Presentation
- Summary

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Introduction

- Presentation purpose
 - Inform
 - Demonstrate
 - Persuade
- Get a good mark
- Presentation practice

© 2002 Ted Giff www.tedgiff.com
 "Did you skip over the interesting parts of your talk on purpose?"

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Preparation and Structure

Essential for Success

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Preparation

Ask yourself:

- What is the purpose of the presentation?
 - Central point?
- Who will be attending?
 - What do they know?
 - What will interest them?
- How much time is available?
- What facilities are available?

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Brainstorming

- Random ideas on paper
- Categorise ideas
 - Aim for 3 main sections
- Sequence / logical flow?
- Links between ideas
- KISS (keep it simple stupid)

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Reading V Listening

Reading Paper	Listening to Presentation
Read at own speed	Dependent on presenter
Can be re-read	No re-runs
Overview from abstract	Overview required
Scan headings	No scanning
Can skip material	May switch off
Neutral voice	Enthusiasm must be conveyed

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Solution

*“Tell them what you’re going to tell them
Tell them
Tell them what you’ve told them”*

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- ## Structure
- Strong Opening
 - Middle
 - 3 headings
 - 3 subheading
 - Strong closing
 - Organised
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- ## Opening
- Purpose of the opening
 - Prompt interest
 - Overview of the whole talk
 - Purpose of the talk
 - A solid opening creates a good impression
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Opening Example (1) – Prompt Interest

“If you have ever had an ultrasound, perhaps because you were pregnant or had appendicitis, you will have noticed that reading an ultrasound image is a lot like watching a black and white TV without cable: the image is grey and buried in falling snow. No wonder it requires an expert to read them”

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Opening Example (2) – Explain Purpose

“Our design project is to develop a prototype for part of an ultrasound imaging device that plays a significant role in the quality of the image”

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Opening Example – Overview of Talk

“I will explain the role of this small but important part, and then explain how our project will contribute to improving current ultrasound technology”

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Body of Talk (1)

- Follow the order set out by the introduction
- Provide clear “road signs”
 - “My second point ...”
 - “In conclusion, ...”
- Possible headings
 - Background
 - Methods
 - Results

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Body of Talk (2)

- Logical transitions
- Bring audience from known to unknown and from simple to complex
 - Overview
 - Detail
 - Summary
- Visuals useful for tracking progress

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Conclusion of Talk

- Signal that the summary is beginning

“In summary,”
- Summary of main points
- How the objectives were achieved
- Concise take away message

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Presentation Room and Equipment

- Visit presentation room
- Practice in room
- Check equipment

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Preparation

“Good preparation and rehearsal will reduce your nerves by 75% and increase the likelihood of avoiding errors by 95%”

Fred Pryor Organisation

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PowerPoint Slides and Visuals

Avoiding the Pitfalls of Bad Slides

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Aspects to be Covered

- Outline slide
- Organisation of content
- Animation
- Fonts
- Colour
- Background
- Spelling and grammar
- Graphs
- Conclusion slide
- Question slide

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Outline Slide

- Make your 1st or 2nd slide an outline
- Follow the order of your outline
- Only place main points on the outline
 - Use the titles of each slide as main points

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Organisation of Content – Good

- Use 1-2 slides per minute of your presentation
- Use simple language
- Write in point form or use short sentences
- Include 4-5 points per slide
- Use key words and phrases only

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Organisation of Content - Bad

This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

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Organisation of Content – Good

- Show one point at a time:
 - Will help audience concentrate
 - Will prevent audience from reading ahead
 - Will help you keep your presentation focused

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Animation

- Do not use distracting animation
- Do not go overboard with animation
- Be consistent with the animation

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Fonts - Good

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
 - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- Use a standard san serif font like Arial or Tahoma for the main text
- Verdana is a good title font

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Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- **CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ**
- **Don't use a complicated font**

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Colour - Good

- Use a font colour that contrasts sharply with the background
 - Ex: blue font on white background
- Use colour to reinforce the logic of your structure
 - Ex: light blue title and dark blue text
- Use colour to emphasize a point
 - but only use this occasionally

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Colour - Bad

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is distracting and annoying.
- Using a different colour for each point is unnecessary
 - Using a different colour for secondary points is also unnecessary
- Trying to be creative can also be bad

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Background - Good

- Use simple attractive backgrounds
- Use backgrounds which are light in colour
- Use the same background consistently

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Background – Bad

- Avoid distracting backgrounds



Visuals

Why use visual aids?

- 55% of the information we take in is visual
- 60% of population are visual
- Makes the presentation memorable
- Achieves objectives

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Example 1 – Information Absorbed



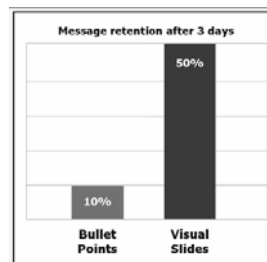
Text 7% Visual 55% Vocal 38%

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Example 2 – Memorable Presentation



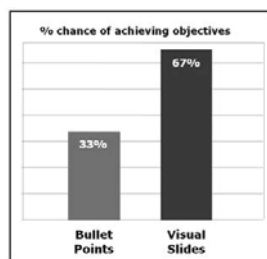
“A picture is worth a thousand words”

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Example 3 – Achieving Objectives



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Guidelines for Using Visuals

- Big
- Relevant
- Simple – get point within 5 seconds
- Clear – not distracting
- Keep text to a minimum

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Graphs

- Use graphs rather than words
 - Data in graphs is easier to comprehend & retain than is raw data
 - Trends are easier to visualize in graph form
- Always title your graphs

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Graphs - Bad

	January	February	March	April
Blue Balls	20.4	27.4	90	20.4
Red Balls	30.6	38.6	34.6	31.6

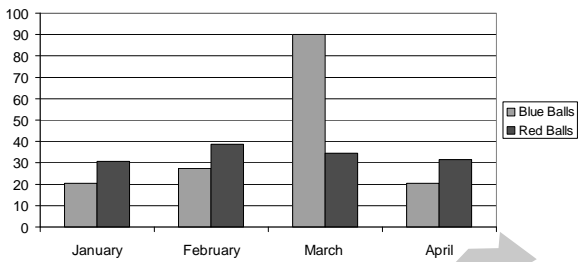
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Graphs - Good

Items Sold in First Quarter of 2002

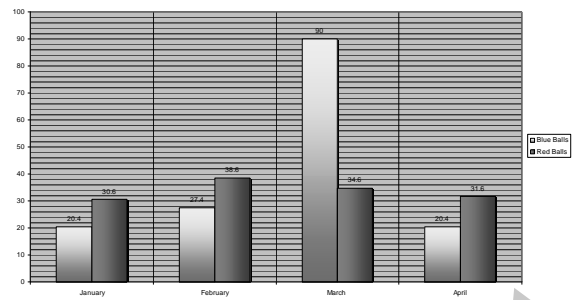


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Graphs - Bad



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Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colours are illogical
- Title is missing
- Shading is distracting

Back

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Spelling and Grammar

- Proof your slides for:
 - spelling mistakes
 - repeated or redundant words
 - grammatical errors

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Summary Slide

- Use a summary/conclusion slide to:
 - summarize the main points
 - suggest future avenues of research

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Question Slide

- End with a simple question slide to:
 - invite your audience to ask questions
 - provide a visual aid during question period
 - avoid ending a presentation abruptly

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Delivering a Presentation

How to Overcome Nerves

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Vocal presence

- Speak clearly without shouting or whispering
- Be natural but not overly casual
- Pause at key points and emphasis them
- Unless you're naturally funny, avoid telling jokes
- Use anecdotes and personal experience where possible

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Physical Presence

- Stand facing audience
- Deep breath before you start
- Do not talk to the screen
- Make eye contact
- Pay attention to how audience respond
- Don't fidget
- Don't read your talk
- Avoid monotone

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Nerves

- It's ok to be nervous
- Practice, practice, practice
 - out loud
 - in front of mirror
 - in front of audience
- Memorize a solid opening
- Don't be afraid of silence
- Have a backup

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Summary

- Planning/Preparation
 - Logical structure
 - Introduce, present and close
 - Rehearse
- Slides
 - Use simple language & short sentences
 - Use images and graphs where possible
 - Clear, easy to read
- Delivery
 - Speak clearly
 - Use positive non-verbal communication

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Questions

