Oral Presentation Skills

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Oral Presentation Skills

Outline

Planning

Preparation

Practice

Performance

Questions

Planning

* Who are you talking to?
* Why are you talking to them?
* How long have you got?
* What story are you going to tell?

Preparation

✳ Outline and sketch slides

✳ Prepare slides

✳ Proof read

✳ Prepare notes -

brief keywords and phrases, except maybe first couple of paragraphs

Preparation - Outline

1 - 2 minutes per slide

Generic 15 min Conference Presentation

* ❀ Title Slide (1) Title, author, affiliation, acknowledgements
* ❀ Rationale (1-2) Why this is interesting
* ❀ Methods (1-2) What you did
* ❀ Results (2-4) What did you find and what does it mean
* ❀ Summary (1) One thing you want them to remember

Preparation - Slides

Use Images & Graphics

Relevant images communicate,
and maintain interest

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Helvetica or Arial rather than serif fonts like Times

24 pt is minimum, 32 pt, or even 36 pt is better

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mix upper and lower case

ALL CAPITALS IS HARDER TO READ, ALTHOUGH IT MIGHT BE OK FOR THE ODD TITLE

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mix upper and lower case

Use colour to highlight text

Use high contrast colours for important lines, symbols or text, and lower contrast colours for less important lines, symbols or text. But use a small number of colours

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

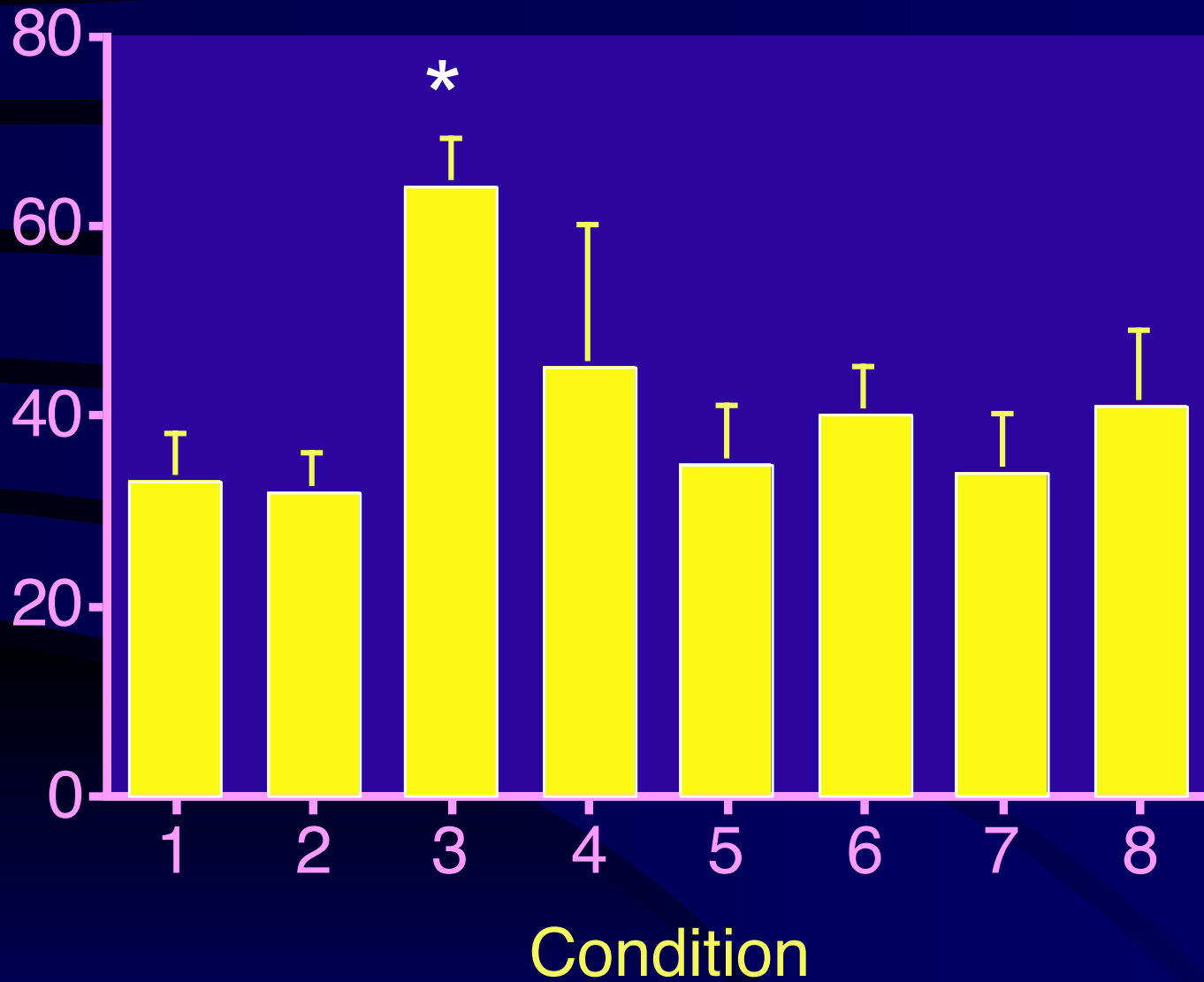Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Show means, sd, effect size statistics, but not test statistics

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

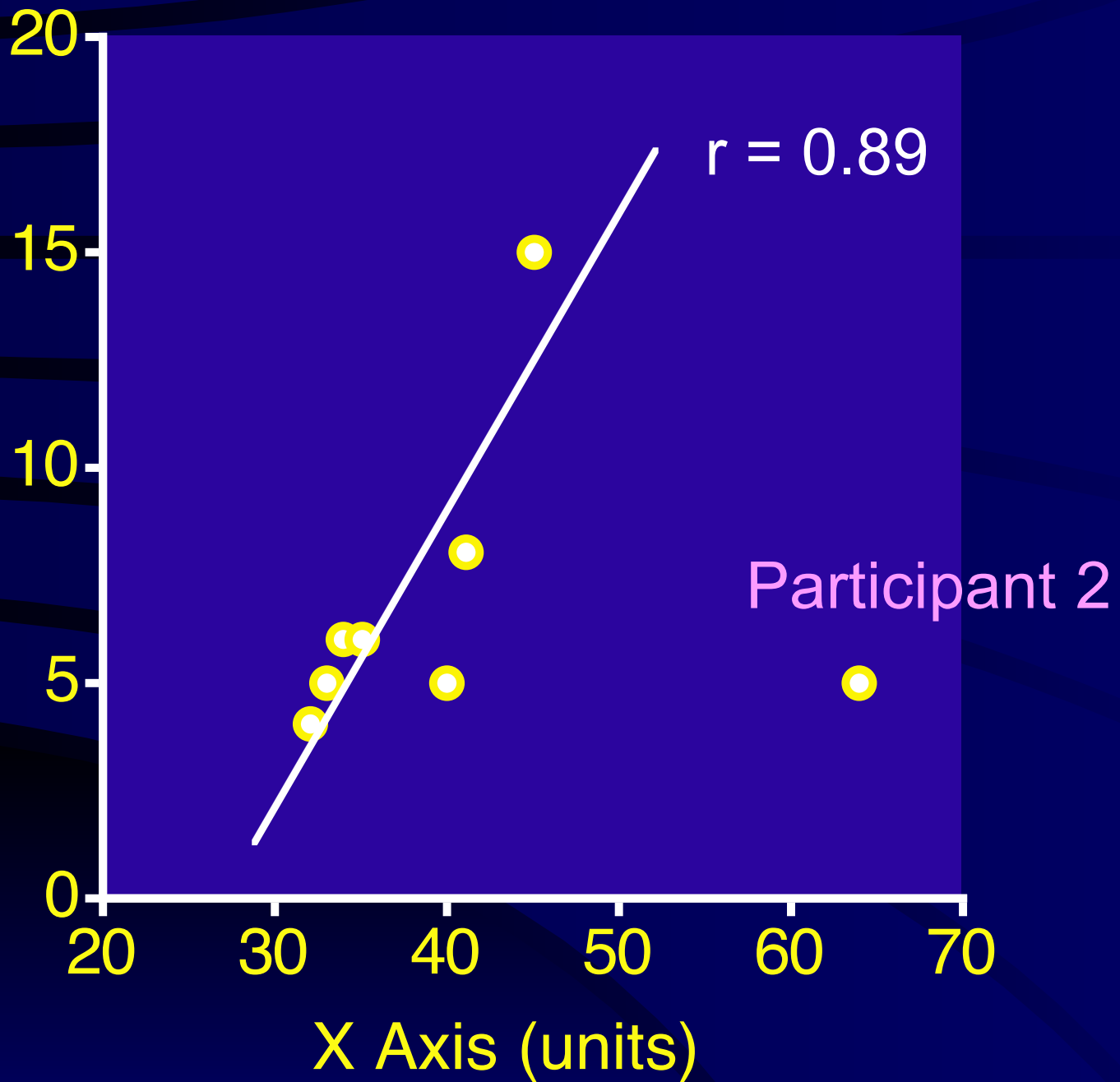Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Thick lines and large symbols

Preparation - Slides

Use Images & Graphics

Minimise text & numbers

Light text on dark background

Avoid distracting backgrounds

Use large sans serif fonts

Mixture upper and lower case

Use colour to highlight text

Keep figures simple

Thick lines and large symbols

Progressive disclosure

Practice

Practice, practice, practice

Get feedback, and use it.

Be ruthless - delete unnecessary information

Performance

Don't Apologise

Speak loudly & clearly

Use short simple sentences

Avoid jargon & abbrev.

Vary pitch, tone, volume, speed and pauses

Performance

Avoid distracting mannerisms

Relax, be enthusiastic

Make eye contact

Keep an eye on the time remaining

Performance

Explain figures, and
point to important aspects

Give a clear and concise summary,
then stop.

Don't go overtime. **Ever**.

Questions

Anticipate likely questions and prepare extra slides with the answers

Maybe even plant a stooge

Questions

Paraphrase questions

   1. so that other people hear the question

Questions

Paraphrase questions

1. so that other people hear the question
2. to check you understand the questions

Questions

Paraphrase questions

1. so that other people hear the question

2. to check you understand the questions

3. to stall while you think about an answer

Questions

If you don't know the answer, say so.

Offer to find out.
Ask the audience.

Summary

Like most things,

the best way to learn is to do