Presentation Tips
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Presentations

Beforehand
- Find out what organizer wants – feel free to amend this purpose to something more appropriate or more important
- If you are assigned to review a topic, do not use this to highlight your own studies
- Find out about audience (think what their major questions would be and their biases), refer to content of presentations before you – avoid overlap and contradictions with prior presentations
- Decide on 1-3 major points/15 min
- Read morning paper to get ideas of local color comments
- Anticipate major questions and prepare answers
- Write your own intro and give to chair

Organization
- Title slide – acknowledge coauthors and funding
- Disclosure
- Start with purpose of talk
- Often good to state your expertise early on
- Give outline of talk, if >15 min talk
- Early on state significance and return at end
- End with conclusions slide

Content
- Tell a story
- Do not focus on methods
- Describe graphs/tables before giving results – e.g. what is on x axis, what is in this row
- Not too many word slides in a row
- Leave conclusion slide on at end

Stylistics
- Roam audience with eyes – especially before beginning
- Beware looking at head-nodders
- Avoid jargon
- Give your self an extra 20% in case of starting late, etc- plan which parts to delete if not enough time
- Talk slowly
- Use pauses to emphasize
- Signal transitions
- Move away from podium
Avoid pointer unless absolutely necessary
Use humor if audience seems accepting of humor
Show excitement about topic
Be as concise as possible
Use simple, homespun words – but only if fit
Smile
Use analogies and images whenever possible
At end say thank you and step back

Answering Questions
Restate question – often have to read between the lines and guess underlying issue
Cut off longwinded answer/comment
Look at respondent when answering
Acknowledge good points and questions

Slides
5 lines maximum
Mix figures and word slides
Do not scan in jl article graphs, etc
Offer to send slides to audience