Scientific Presentation
Oral Presentation

- Planning an Oral Presentation
- Structuring the Presentation
- Preparing the Presentation
Planning an Oral Presentation

- Define your message
  - What is the “take home message”?
  - Narrow the focus on this message!
- Know your audience
- Do a good preparation
  - Plan a structure
  - Strong beginning and a strong ending
  - Produce graphic and visual material
- Stick to time limits
  - Practice, practice, practice, and practice and more practice!
**The Classic Three-part Formula**

- **Tell** the audience what you are going to tell them.
- **Tell** them.
- **Tell** them what you have told them.
General Structure

- Introduction – 15 - 20% of the talk,
- Body of the Presentation – 60 - 70% ,
- Conclusions – 15-20% of the talk
Planning the Presentation

Idea

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Preliminary Decision
Analysis of audience, goals, choice of media, ...

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Concept
Collection of material, visualization, structuring

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Production
Writing text of talk and notes, making transparencies, handouts, ...

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Checking
Lecture room, overhead projector, where to stand, ...

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Planning the Presentation

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Personal Preparation
Training of critical phrases (beginning, ending), fighting nervousness

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Handling of Media
Practice using visual aids

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Strategy for Interaction
Think about possible questions, objections, suggestions

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Presentation
Time Planning

- Shorter presentation need more time for preparation

Rule of Thumb

Plan 30 minutes of preparation for each minute of presentation.
The Beginning of a Presentation

1. Identify yourself and affiliation
2. Grab attention!
3. State the topic of the presentation
4. Inform the listeners about what they can expect to hear
5. Make them want to listen all the time!
Gaining the Attention of the Audience

- Relate the talk to needs of the listeners
- Tell an unusual fact or statistic
- Give an interesting example
- Cite a thought-provoking quotation
- Show a picture related to the topic
The Body of the Presentation

- Consists of main explanations
  - and sub-explanations
- Uses transitional words and expressions to show how things relate
- Refers to points previously mentioned and forecasts what will be covered later ("signposting")
The Conclusion

- Signal the end of the talk in advance
- Briefly summarize or restate the main idea
- End on a resounding, confident note

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The Q and A session allows you to:

- clarify points made in the talk
- add information
- give the audience a chance to participate

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Responding to Questions

- Listen to the whole question
- Acknowledge the question
- Avoid debates
  - find the positive side of a negative comment
- Avoid questions you cannot or don’t want to answer
Hints: Text of an Oral Presentation

- Do not speak as you would write!
- Use shorter sentences, smaller chunks of information
- Use an outline and speak freely
- Use transitional words to show interrelationship of ideas
- Use “building blocks” of language
Hints: Preparing Slides

- One slide, one simple idea.
  - Use dark type and graphics on light background

- Title fonts should be 36/40 point; bulleted points at least 24 point

- Cut unnecessary words -- use key words

- No more than ten lines per slide

- Show the whole slide at once

- Use pictures, few equations
Hints: Preparing Slides (2)

- Make headings brief
- 3 to 6 transparencies for a 10 min presentation
- 10-15 transparencies for a 30 min talk
- Maximum 1 slide / minute
- Do not overload transparencies with too much information
- Proofread the text of a transparency carefully
Hints: 7 Common Mistakes on Transparencies

1. Too much information (like this slide)
2. Small font
3. Thin lines
   ▪ Thin lines cannot be seen against a bright background
4. Photocopies only
   ▪ Do not simply copy parts of a paper onto a transparency
5. No images
   ▪ Lots of equations
6. No color or too much color
7. Too many transparencies
How To: Handling Transparencies

- Allow audience time to absorb information
- Only point out key features
- Restate key facts from the visual -- don’t read
- Use a pen or a pointer to indicate
- Face audience while speaking
Your body is a medium for your message
  - use voice, hands, eyes, ...

It should support your message,
  - not distract from it

Be the link between your listeners and your subject
How To: Using Your Voice Effectively

- Lift your head, speak to the entire room
- Use your voice to **highlight** main ideas
- Break information down into **thought groups**
- Speak more **slowly** than normally
- Avoid saying **um**!
Maintain **eye contact**
- to establish rapport and to monitor the audience

**Stand confidently**
- no pacing or rocking

**Use your hands for positive emphasis**
- Counting, pointing

[Images of eye, hand gestures, and a link to a webpage]
How To: Presenting Visual Material

1. Introduce visual before (or as) you show it
2. Describe what the visual represents
3. Indicate the main features
4. Evaluate or interpret the material

Gross National Product

$ billions

1925 1926 1927 1928 1929 1930 1931 1932 1933 1934

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DON'Ts

- DON'T face the wall or projection area while speaking
- DON'T block the audience's view of the projection area
- DON'T change transparencies too quickly
- DON'T point vaguely to items on a transparency
- DON'T gesture too quickly at transparencies
- DON'T hide behind the projector
- DON'T make a mess of your transparencies
How to Chair a Session

- Titles used
- Role and duties of chairperson
- Language functions with useful expressions
The Role of Chairperson

- Welcoming the participants
- Introducing the speakers and the topics of their presentations
- Enforcing time limits
- Initiating and leading the question and answer session, keeping it focused and productive
- Closing the session