Topic 04 - Presentations

COMPSCI 320 - Perretta

Some slides adapted from Gordon Anderson

Overview

How to give a good presentation in this class.

- High-level goals
- Structure
- Visual & spoken elements
- Engaging w/ audience
- Preparation

High-level goals

- Deliver **clear**, **consistent**, and **unambiguous** message
- **Minimize cognitive effort** for audience to understand
- Help audience **remember key points**

Presentation Structure

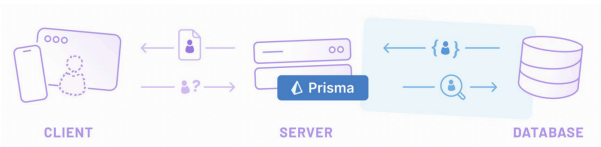
1. **Intro**
   - What will the presentation cover?
   - Introduce key/overarching themes/takeaways
2. **Main points**
   - Cover each topic stated in intro
   - How do main points relate to key takeaways?
3. **Conclusion**
   - Remind audience what we covered
   - Restate key takeaways

Visual & Verbal Components

Good visuals:

- are **simple**
- convey **enough information**
- help audience **remember key points**

Too little information:



Better:



Figure 2: Updated API Architecture

Visual & Verbal Components

Audience needs to simultaneously:

- Process **visual information**
- Take in **speaker's words**

Visual & Verbal

Minimize the amount of text.

This slide has way to much text on it. It's used as an example of how too much text on a slide can be overwhelming/distracting for the audience. Having the presenter read verbatim from a wall of text also isn't particularly engaging either. That's not to say you can never say the same words that are on the slide, but you should keep the amount of text to a minimum. The audience needs to be able to **read** and **listen** at the same time. If the audience has to read full sentences on a slide, that's interfering with their ability to listen.

Rule of thumb: Text should fit on 3/4 of a line.

Transition animations help too.

Visual & Verbal Components

Speaker's words guide the audience.

Use a pointer/cursor to guide visually.



"There can be no peace until they renounce their Rabbit God and accept our Duck God."

Engaging w/ the Audience

- **Face the audience**
- **Eye contact**
  - What about using notes?
  - Discomfort?



"There can be no peace until they renounce their Rabbit God and accept our Duck God."

Preparation

- **Practice**
  - First alone
  - Then in front of "audience"
- **Ask for feedback**
  - Time yourself
  - Speaking speed/volume?
- **Test out tech**
  - Adapters
  - Are diagrams/fonts big enough?

Summary

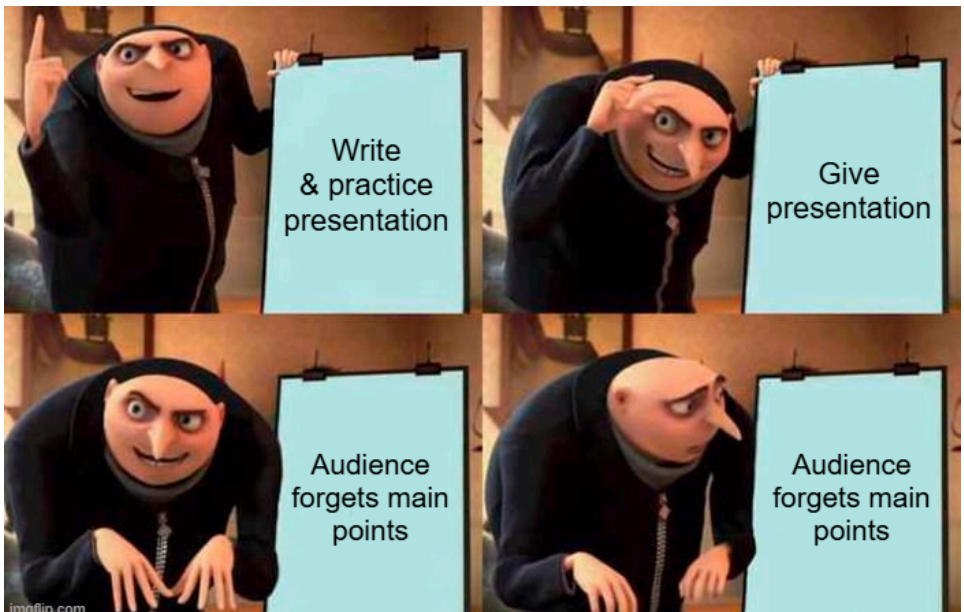
Good presentations:

- Deliver info **clearly** & **concisely**
- Have a clear, simple **structure**
- Have **visual & auditory** components **working together**

Good presenters:

- Speak **clearly & slowly**
- Engage visually
- Are **well-prepared**

Conclusion


Write & practice presentation
Give presentation
Audience forgets main points
Audience forgets main points
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