How to Make an Informative Presentation

Selected Rules, Hints and Examples

Do as I say, not as I do

My lectures are not good examples

These slides are not a good example

Seek ideas from others

Presentation Content

Tell audience what you will tell them, then tell them, then tell them what you told them

Title of presentation

Table of Contents

Main contents

Summary

Title should be …

Informative

Relevant

Interesting

Simple

Useful Table of Contents

Use Table of Contents to summarise

Be specific, not generic

Do you need a Table of Contents?

Depends on presentation length

< 15 minutes: No

15–30 minutes: Maybe

> 30 minutes: Should

Specific, Unique Slide Titles

Slide titles should:

highlight the main point of the slide

be specific, not generic

be unique

Slide Title Examples

1. Introduction
2. Background
3. Background
4. Background
5. Results
6. Results
7. Summary

1. Why is WiFi important?
2. What are the node types in WiFi?
3. How does CSMA work?
4. Security issues in WiFi
5. Distance ∝ Throughput
6. Exponentially Increasing Delay
7. WiFi Performance Tradeoffs

Text should include main points you are trying to make

Text should be:	*Should NOT be:*
Specific	Generic
Short phrases that summarise the point	Full sentences or paragraphs
Informative (without listening)	Correct grammar

Use graphics, animation, colour, transitions to emphasise points

Don't use them for no reason

Do NOT follow your report

Written report and presentation are different

Structure and content of presentation does not have to match that of report

Select the most valuable and interesting information to present

Example for Proposal

- What is your project about?
- What problem does it solve?
- Why are existing systems insufficient?
- What are you going to build?
- How are you going to build it?
- What will the advantages and disadvantages of your system be?
- What have you done so far?

Finish on summary

Last slide should show main points

Not thank you, questions, “The End”

Presentation
“Rules of Thumb”

KISS

Keep It Short and Simple

Try to explain complex concepts in a simple way

Not enough time to cover everything

7±2

Number of “things” per slide

Not too complex

Not too simple

AUUA

Avoid using unfamiliar acronyms

Assume

Think carefully about what you assume the audience knows

0 background
∞ learning capacity

Start with explanation of basics

Gradually add more details, complexity

Your Audience: Faculty and Students

- What do they know?
  - Computer science and IT
- What do they not know?
  - Advanced topics (e.g. research) in every field
  - Details of technologies, algorithms, ...
- What do they want to know?
  - How things work
  - Pros and cons

2 minutes per slide

(5 minutes per picture)

Slide text highlights main points

Not useful to show for short time

Too complex if talk for long time

(Some graphics may need longer time)

Don't talk to the screen

Face and talk to the audience

Find a good position

Point to screen when necessary

Make eye contact

All audience members

(Not just the committee)

About 3 seconds

Questions?

Why did they ask a question?

Genuinely interested in an answer

Want to test you

Want to show they are smarter than you

Feel sorry for you

Understand the question

Listen carefully

Don't interrupt

Ask for clarification

Repeat the question

Answer the question briefly

Give answer and then explain

Keep answer short: 5-10% of presentation time

Do not start a discussion

Answer to everyone

Example of Question Answers

Does your application support feature X?

- No.
- No. The reason why we don't support this feature is ...
- Our application is the best ever. It has feature Y that does ... and feature Z that does ... *blah blah blah*.

How to Make an Informative Presentation?

Have valuable content

Prepare 1 week in advance

Practice in front of friends