

Oral Presentations

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1 Overview

How to prepare and deliver high quality presentations. Based on Bruno Buchberger, *Thinking, Speaking, Writing*.

- analysis of audience,
- specification of goals,
- collecting/processing materials,
- preparation of presentation,
- technicalities of giving oral presentations,
- critical analysis of success.

2 Preparing the Presentation

2.1 Analysis of Audience

- Level of expertise (w.r.t. knowledge): peers, specialists, general public.
- How big?
- Age.

2.2 Specification of goals

Operational goals - what operation do you want the audience to be able to perform.

- want the audience to understand that the method chosen is important, via trying out in small examples,
- "you want the audience to be able to chose their algorithm based on the data presented",
- want the audience to design and run an experiment.

Structure your operational goals (goals, subgoals, etc.).

2.3 Collect and process the materials

- Collect materials (examples, knowledge) from literature.
 - analyze critically (relevance, usefulness, correctness),
 - understand in big detail.
- *Elaborate own ideas.*

2.4 Prepare the presentation

Several factors have to be considered:

- in addition to structured goals,
- psychological/cognitive factors
 - how learning processes: motivation, work/learning, fixing/association,
 - typically, a learning process 20 min (plan w.r.t. time),
 - age, expertise.
- methods for presentation:
 - "talk",
 - dialogue,
 - have audience members take over.
- time constraints,
- distribution of materials, "handouts",
- teaching aids (blackboard, projector, etc.),
 - !!! a presentation is not an object (e.g. ppt), but an action that can be supported by teaching aides,
 - black/white: develop ideas,
 - slides: present ideas, facts, defs,
 - What aides for what part of the presentation?
- organizational details: various (the responsibility of the presenter).

2.5 "The script"

For preparing the presentation, elaborate and play out the script in Table 1.

Operational goal	
Step	the phase of the presentation (Motivation, Learning, Association)
Method	the method for presentation (e.g. talk, dialogues)
Text	What you say.
Aides	The design of slides/boards. (connected to the text).
Notes	Whether/what audience should take notes (of).
Time	Time allocated to current step.
Remarks	Organization.

Table 1: "The script."

3 Delivering the Presentation

- Establish a connection with the audience.
- Look at your audience.
- Do not look at a single person.
- Do not get lost in slides/boards.
- When speaking, use a slower than normal rhythm, but a slightly elevated volume.
- Aides (slides/boards):
 - use big enough "fonts",
 - don't overload,
 - ideas rather than full sentences,
 - presented as they are introduced and discussed,
 - use images, use colors,
 - when mixing presentation aides, announce what is going to happen / switching mediums,
 - don't sit in front of the medium.
- Stick with the time.

Analysis of the Success of the Presentation

- What was the reaction of the audience?
- Operational goals achieved?
- Constraints?

4 Attending a Presentation

Organization of presentations:

- sessions of presentations (several presentations, with breaks),
- session chair:
 - introduce the speaker,
 - supervise the presentation, w.r.t. e.g. time,
 - moderate the discussion,
 - ask questions if no questions were raised.

Attending a presentation:

- try to follow the presentation, even if you have low interest in the subject,
- try to come up with a couple of questions.