

4. Oral presentation skills

Moving on to oral presentations:

Since my post-doctoral studies I have given so far well over 100 presentations of my **research** at scientific meetings.

My last **research** talk was in September this year in Krakow, and my next **research** talk will be next week in Lancaster University, UK.

Note that although I shall focus on research talks at a conference, the information is just as relevant for giving a lecture to students.
<http://www.sciencepresentationsmadeeasy.com/more-top-tips-training-in-presentation-skills-and-public-speaking-for-scientists>

The screenshot shows a web browser displaying the website 'Science presentations made easy'. The page title is 'Top tips to help you improve your powerpoint presentations'. The URL in the address bar is 'http://www.sciencepresentationsmadeeasy.com/more-top-tips-training-in-presentation-skills-and-public-speaking-for-scientists/'. The website has a navigation menu with links for Home, About us, Services, Free resources, Testimonials, Useful links, Blog, and Contact Us. The main content area is titled 'More top tips' and lists several pieces of advice:

- "Keep your colour scheme simple and optimise the contrast between your text and the background of the slide"
- "Check how your colour scheme looks through a projector – it may look very different from what you see on your computer screen"
- "Your main message should be the most dynamic, interesting and exciting thing that you can truthfully say about your research"
- "Don't end your talk with an acknowledgements or references slide – Your main message should be the last thing you say and the last thing that the audience see"
- "Too nervous to look people in the eye? Create the illusion of eye contact by looking just above the heads of your audience"
- "Don't turn your back to the audience when you are explaining information on your slides"
- "Don't overload your slides with too much text – the audience will get overwhelmed, read and generally stop listening to anything that you have to say"
- "Don't make your text too small – the audience need to be able to read it... from a distance..."
- "Ease and effortlessness in a presentation comes from practice"

There is also a graphic that says 'Powerpoint doesn't kill presentations' with a skull and crossbones icon and the text 'People do' below it. A 'Follow Us!' section includes icons for Facebook, Twitter, YouTube, LinkedIn, and WordPress. A small photo shows a person presenting at a screen.

Here's a short advertisement:

<https://www.youtube.com/watch?v=VQ3d3KigPQM>

How often do you find yourself thinking:

"That was a fantastic ad (reklama)",
but you can't remember what it was advertising?

Some famous quotes

"Make sure you have finished speaking before your audience has finished listening" – [Dorothy Sarnoff](#)

"There are two types of speakers, those that are nervous and those that are liars" – [Mark Twain](#)

Some famous quotes (cont.)

“Spectacular achievement is always preceded by unspectacular preparation” – [Robert H. Schuller](#)

“If you can’t explain it simply, you don’t understand it well enough” – [Albert Einstein](#)

“Constantly talking isn’t necessarily communicating” – [Charlie Kaufman](#)

“A wise man speaks because he has something to say; a fool speaks because he has to say something” – [Plato](#)

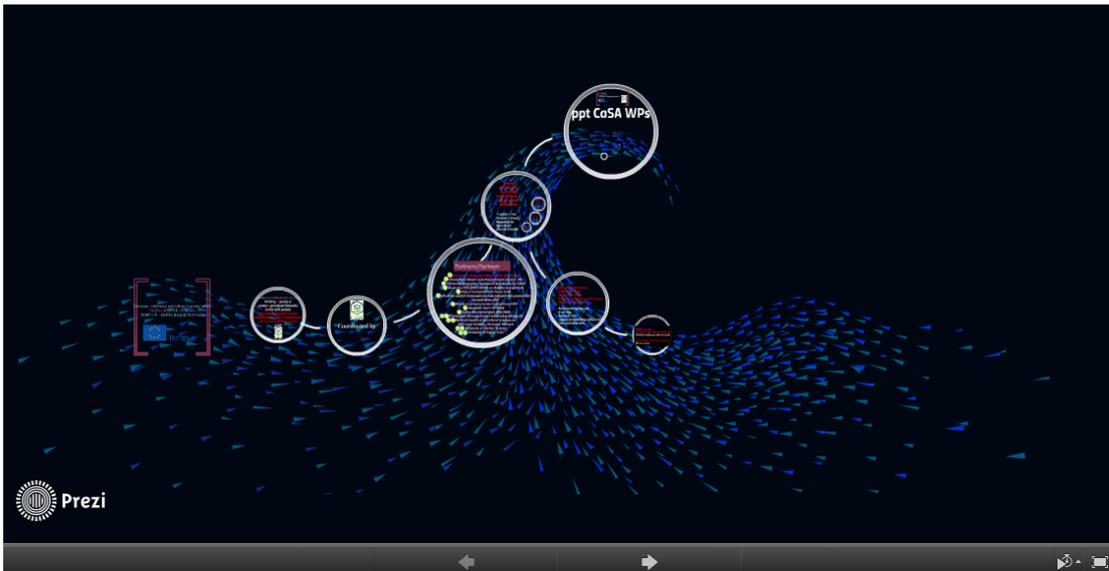
“No one can remember more than three points” – [Philip Crosby](#)

“If you can’t write your message in a sentence, you can’t say it in an hour” – [Dianna Booher](#)

“Be a yardstick of quality. Some people aren’t used to an environment where excellence is expected” – [Steve Jobs](#)

Another famous quote:

<https://prezi.com/wgp37mwjidwx/casa-za-putokaz/>



“Wow the audience with your science - not with your presentation” – [Steve Quarrie](#)

“The fourth annual Boring Conference 2014 appears to be in danger of being quite successful.”

The central London annual get-together has had to relocate to a larger venue because of its popularity.”

Boring V (2015) - <http://boringconference.com>

Will your presentation do this to the audience? – see the next slide.



Or will your presentation do this?



Have you heard the following expression?

Death by PowerPoint!

The problem is not the software, but the way it is used. There is no excuse for sending the audience to sleep by making an awful PowerPoint presentation!

Correct use of the software can ensure you keep the audience awake and interested in what you have to say.

Here are some guidelines on making your oral presentations stimulating!

Presentation problems over the years:

- too many slides
- presentation generally disorganised
- occasional slides not relevant
- poor background sometimes
- slides often too complex
- too much text on slides
- poor slide colour schemes
- slide animations too fancy
- font size too small
- no acknowledgements

Presenter problems over the years:

- not speaking clearly
 - speaking too quickly at times
 - looking at the projector screen too much
 - reading text from the projector screen
 - reading text too much from the laptop
 - hesitant delivery
 - waving the pointer around
 - pointing the pointer at the laptop screen
 - waving hands around nervously
 - fiddling with coins/keys in the pocket
 - shuffling from one foot to the other
 - not loud enough at times
 - not looking at the audience
 - back to the audience to look at the screen
 - fiddling with parts of the body
 - poor timing of presentation
 - no drink prepared beforehand
 - looking around hoping for inspiration
 - mobile phone not switched off
 - giving presentation to the chairman
 - poor use of the microphone
 - poor description of graphs or tables
 - not checking that slides run on the computer
- Three crucial factors are key to a successful oral presentation:
 - Prepare what to show
 - ***Prepare how to show it***
 - ***Prepare the environment***

Preparing what to show:

1. The content

- it has to tell a story: beginning
 middle
 end
- keep it as simple as possible:
 don't put too much in one picture

Prepare how to show it:

2. The presentation

- prepare yourself beforehand to relax
- make sure you are familiar with what you want to say
- think how you will interact with your audience

Prepare the environment:

3. The environment

- check that the file runs on the computer
(have a pdf version as a backup)
- check that there is a pointer of some sort
- check whether a microphone needs to be used
- check whether there is a drink
- check that notes (if used) are in order

PREPARING WHAT TO SHOW

The Software: “Do”s and “Don’t”s

Do use software for your presentation that is simple:

- some people like to use pdf presentations
- I like to use PowerPoint because it has several useful features
- an alternative software specific for Macintosh is Keynote

Don’t use software that is too fancy for your talk:

- for example, Keynote says “Powerful tools and **dazzling** effects bring your ideas to life.”
That means the audience concentrates on being “**dazzled**” and doesn’t focus on **you** and **your** words!
- another recent presentation software is Prezi.
This also tends to “dazzle” the audience with gimmickry!
- MindMap is another to be used with caution!

The Story: “Do”s and “Don’t”s (1)

Do think carefully about how long you have for the talk:

- if you have only a 20 min talk, don’t put in enough material for 30 min!
[thinking you can squeeze in a few more slides at the end means that you will either go over time or rush through the end of your talk and the audience won’t follow it!]

The Story: “Do”s and “Don’t”s (1 cont.)

Do think carefully about how long you have for the talk:

- unless you plan to show lots of simple pictures, a good ‘rule of thumb’ is 2 minutes per slide, which means 10 slides for 20 min, 15 slides for 30.
[don’t forget the time you need to describe any graph and table legends, axes, etc]

The Story: “Do”s and “Don’t”s (2)

Do organise carefully what you want to present:

- decide the main message that you want to pass on to your audience
- like a short detective story, your presentation should have
 - a beginning [Introduction - what is it all about?]
 - a middle [The research done to find the clues]
 - an end [How did the research solve the mystery?]
- plan the amount of detail you need to give according to the complexity of the subject and likely level of understanding of your audience.

The Story: “Do”s and “Don’t”s (3)

Do give an outline or objectives of your talk:

- the audience will then know what to expect from your presentation:
“Say what you will say. Say it, then say what you said!”

Don’t confuse your audience with a complicated plot:

- you should describe a linear sequence of events leading to the solution of the ‘mystery’.
[unlike a book (or scientific paper), your audience can’t go back to read previous pages to remind themselves what the ‘sub-plot’ is about, so exclude information not essential to your story!]

The Story: “Do”s and “Don’t”s (4)

Do provide accompanying text to all your figures and graphs:

- this is helpful, in case the audience didn’t hear everything you said
- if you think you will talk too quickly because of nerves, making short sentences of text appear every mouse click may help to slow you down!

The Story: “Do”’s and “Don’t”’s (4 cont.)

Don’t forget to include acknowledgements:

- it is easy to forget to acknowledge all the people who helped you with the work, and especially funding sources for the work.
- maybe if you give the Acknowledgements at the beginning, you won’t forget them at the end!

The Story: “Do”’s and “Don’t”’s (5)

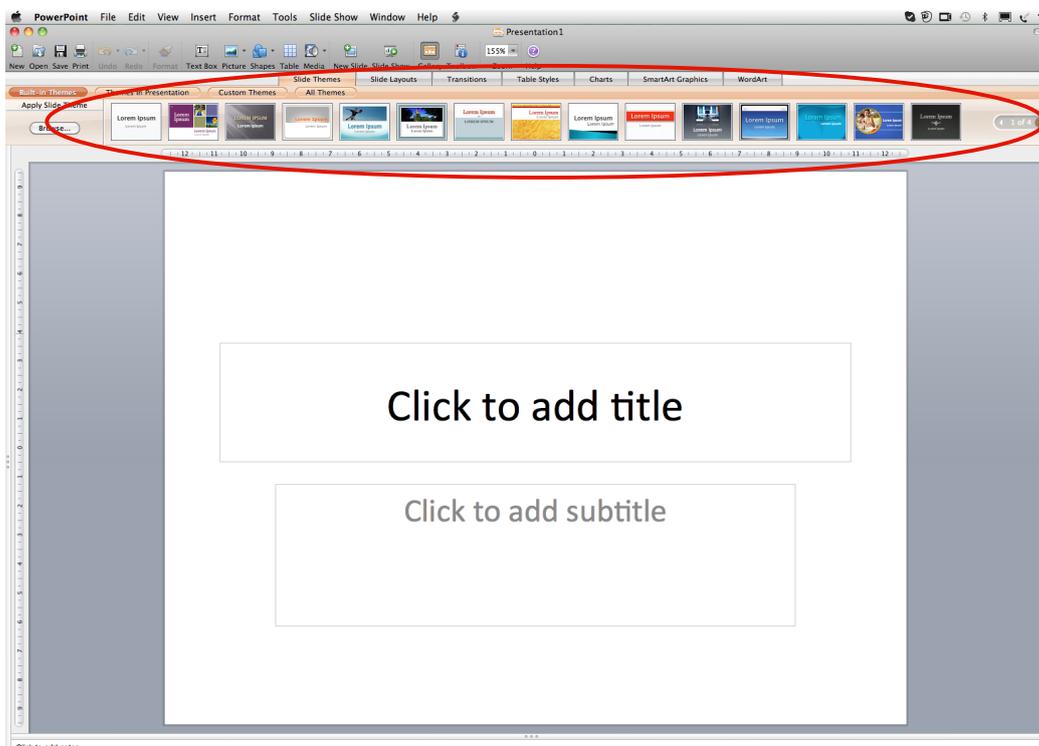
Don’t leave the talk preparation to the last minute:

- completing what you plan to show in good time will give you time to think about the presentation and feel more confident and relaxed about it
- a last minute panic is not a good recipe for a well-presented talk!
[See the first YouTube video on page 15.]

PREPARING WHAT TO SHOW

The Content: “Do”’s and “Don’t”’s (1)

Don’t use any of PowerPoint’s template designs:



- these are often distracting
- and also usually associated with a specific font and text style, which may not be appropriate.

The Content: “Do”s and “Don’t”s (2)

Don’t put too much into a particular slide:

- although it might be useful for the audience to see all the details of what you did for your research. If you try to squeeze all of those details onto only one slide then it becomes very difficult for the audience to read all the words, and after a while they will just give up and they won’t realise that in the middle of the text you have included a joke about Mujo and Haso - well, more about Haso and Fata really, who had a very large family (normalno) of sons and every one called Mujo! When asked by a visitor how does Fata know which one of them is which, Fata replied “from their surnames.” Well, it sounded funny the way my wife told it and was one of the few relatively clean jokes that I’ve come across; though there were some I heard when I was here during the bombing campaign ... But that’s another story, and in any case I can’t imagine that any of you will have bothered to read all this text all the way to the end of the page, so dosta!

Vozi Mujo bicikl i sretne Hasu.

Haso ga pita: Otkud ti bicikl?

Od komšinice.

Kako to, od komšinice? - opet će Haso.

Idem ja šumom i sretnem komšinicu kako vozi bicikl... Odjednom se ona skine, baci haljinu na jednu, a bicikl na drugu stranu, pa

mi reče: "Uzmi, Mujo, što ti srce želi!" i ja ti, brate, uzmem bicikl!

Haso odobri: Pa dobro si uradio... šta će ti haljina!

If you don’t believe me:

[From one of my PhD students in 2013]

Testing hypotheses II

[A sugar experiment team from 2013]

The key factor for solubility of sugar in our experiment was stirring solutions of sugar and water with a spoon on a previously defined manner. As described before, the same quantities of sugar were dissolved in 200 ml of warm tap water (temperature obtained after 10 minutes of cooling of boiled water at room temperature). Afterwards, in the first experimental group we stirring solutions of each sugar crystal and water with a spoon two times per second for 3 seconds (6 turns). In the next group number of turns was 12 (6 seconds). As a control were taken results obtained by testing of our first hypothesis (same conditions without stirring). For each testing, time was monitored using a wall clock starting with the moment of putting the sugar into the glass beaker and stoping with the moment when the crystals were not noticed any more.

The Content: “Do”s and “Don’t”s (2 cont.)

Don’t put too much into a particular slide:

- the average brain seeing a lot of text or numbers at once has a tendency to seize up or switch off!
- once you have lost your audience with too much or too complicated information it is difficult to get them back!

[keep the information on each slide simple. Only show a complicated slide to illustrate that it is complex! Then extract what you want in a separate slide.]

If you want to demonstrate something from a large table, like the one below, then after showing the full table, to illustrate its complexity, for example, extract or highlight the main points you want to make.

A table to demonstrate the variability amongst varieties:

Data collected from a field experiment in Zajecar under irrigated and rainfed field conditions in 2000.

| DH line number | stem ht irrigated | stem ht rainfed | flowering date | | leaf length irrigated | leaf length rainfed | biomass/ plant irrig | biomass/ plant rain |
|----------------|-------------------|-----------------|------------------|----------------|-----------------------|---------------------|----------------------|---------------------|
| | | | in May irrigated | in May rainfed | | | | |
| 1 | 95.5 | 94 | 19 | 12 | 31.81 | 25.53 | 7.69 | 6.69 |
| 2 | 86 | 85.5 | 19 | 17 | 29.13 | 28.39 | 12.41 | 8.71 |
| 3 | 68.5 | 62.5 | 16 | 14 | 27.20 | 21.20 | 11.35 | 6.08 |
| 4 | 68.5 | 56 | 20 | 19 | 26.39 | 22.48 | 11.55 | 6.18 |
| 5 | 79 | 79 | 18 | 12 | 24.97 | 21.82 | 9.20 | 6.96 |
| 6 | 79.5 | 75 | 14 | 11 | 21.16 | 16.41 | 10.41 | 8.03 |
| 7 | 80 | 80 | 16 | 14 | 23.67 | 23.04 | 9.47 | 8.13 |
| 8 | 73.5 | 69.5 | 12 | 9 | 24.98 | 19.18 | 7.88 | 5.99 |
| 9 | 61 | 60 | 17 | 12 | 23.33 | 18.23 | 9.83 | 5.80 |
| 10 | 61 | 60 | 20 | 15 | 29.02 | 24.12 | 15.14 | 9.08 |
| 11 | 68 | 64.5 | 17 | 13 | 23.29 | 20.46 | 10.19 | 5.72 |
| 12 | 92.5 | 77.5 | 17 | 16 | 22.40 | 18.79 | 10.72 | 7.62 |
| 13 | 80 | 69 | 14 | 12 | 24.22 | 20.04 | 9.84 | 6.63 |
| 14 | 86 | 80 | 19 | 15 | 27.42 | 20.20 | 11.25 | 6.60 |
| 15 | 69 | 65.5 | 17 | 14 | 24.37 | 24.35 | 9.75 | 7.25 |
| 16 | 67 | 62 | 12 | 10 | 23.28 | 17.83 | 7.39 | 4.49 |
| 17 | 79.5 | 75 | 14 | 12 | 24.72 | 20.06 | 6.43 | 4.71 |
| 18 | 63.5 | 63.5 | 21 | 17 | 23.57 | 22.40 | 9.60 | 6.63 |
| 19 | 59.5 | 56 | 21 | 17 | 26.34 | 21.20 | 11.18 | 7.92 |
| 20 | 66.5 | 61.5 | 16 | 15 | 27.76 | 24.21 | 9.74 | 8.09 |
| 21 | 92 | 87.5 | 12 | 11 | 27.93 | 19.09 | 8.45 | 5.41 |
| 22 | 65.5 | 63.5 | 18 | 15 | 22.15 | 21.14 | 8.67 | 5.59 |
| 23 | 67.5 | 66 | 14 | 12 | 26.04 | 21.49 | 7.19 | 6.25 |
| 24 | 63.5 | 62 | 19 | 15 | 20.59 | 20.38 | 10.19 | 6.65 |
| 25 | 89.5 | 80.5 | 14 | 12 | 26.46 | 20.78 | 10.14 | 6.52 |
| 26 | 94 | 75.5 | 23 | 22 | 27.54 | 22.90 | 8.49 | 5.89 |
| 27 | 70 | 70.5 | 13 | 9 | 23.35 | 21.47 | 6.57 | 5.58 |
| 28 | 69.5 | 65.5 | 15 | 14 | 23.47 | 21.50 | 11.29 | 7.27 |
| 29 | 64.5 | 62 | 13 | 10 | 26.16 | 20.12 | 8.80 | 6.14 |
| 30 | 68 | 67.5 | 13 | 10 | 21.14 | 22.30 | 7.13 | 6.15 |
| 31 | 79.5 | 77.5 | 14 | 11 | 21.62 | 22.81 | 10.92 | 8.29 |
| 32 | 85 | 75 | 18 | 14 | 27.89 | 24.40 | 10.13 | 7.66 |
| 33 | 90.5 | 85.5 | 13 | 12 | 26.03 | 22.22 | 8.82 | 7.73 |
| 34 | 61.5 | 57 | 19 | 18 | 26.41 | 20.70 | 8.86 | 4.71 |
| 35 | 75.5 | 69 | 13 | 11 | 24.52 | 19.22 | 5.93 | 5.14 |
| 36 | 53 | 49 | 10 | 9 | 22.75 | 16.35 | 6.79 | 4.24 |
| 37 | 67 | 59 | 12 | 8 | 23.61 | 21.85 | 7.87 | 4.83 |
| 38 | 44.5 | 41.5 | 15 | 11 | 21.94 | 16.73 | 6.66 | 3.35 |
| 39 | 79.5 | 76 | 13 | 12 | 26.31 | 21.90 | 9.15 | 8.43 |
| 40 | 52 | 41.5 | 15 | 13 | 19.33 | 17.54 | 6.89 | 3.67 |
| 41 | 66 | 64 | 19 | 16 | 21.98 | 19.62 | 8.43 | 5.25 |
| 42 | 42 | 41 | 19 | 16 | 24.31 | 19.98 | 6.45 | 3.55 |
| 43 | 64 | 57.5 | 16 | 13 | 26.48 | 22.21 | 8.97 | 5.98 |
| 44 | 65.5 | 63 | 17 | 16 | 25.80 | 23.11 | 9.13 | 6.41 |
| 45 | 84 | 84.5 | 18 | 15 | 26.28 | 21.79 | 10.78 | 8.05 |
| 46 | 82.5 | 79.5 | 15 | 13 | 24.46 | 22.02 | 9.88 | 7.66 |
| 47 | 44.5 | 42 | 17 | 15 | 20.70 | 17.69 | 5.91 | 4.57 |
| 48 | 70.5 | 67.5 | 19 | 17 | 23.89 | 19.64 | 12.06 | 8.12 |
| 49 | 42.5 | 40.5 | 17 | 14 | 24.62 | 17.97 | 6.26 | 3.71 |
| 50 | 49 | 45 | 16 | 14 | 21.47 | 21.23 | 6.58 | 4.94 |
| 51 | 85.5 | 84.5 | 12 | 10 | 29.91 | 23.78 | 6.95 | 5.53 |
| 52 | 79 | 78.5 | 14 | 12 | 24.57 | 24.37 | 10.47 | 8.20 |
| 53 | 64.5 | 56.5 | 19 | 15 | 27.72 | 24.21 | 12.29 | 7.00 |
| 54 | 71.5 | 68.5 | 20 | 17 | 24.46 | 21.31 | 11.46 | 7.83 |
| 55 | 81.5 | 80 | 14 | 12 | 27.14 | 21.29 | 9.29 | 5.75 |
| 56 | 81 | 77.5 | 15 | 13 | 28.81 | 23.51 | 11.80 | 8.04 |
| 57 | 65.5 | 60 | 16 | 12 | 27.69 | 26.19 | 10.96 | 6.52 |
| 58 | 95.5 | 73.5 | 18 | 17 | 27.47 | 21.26 | 12.46 | 9.64 |
| 59 | 63.5 | 62 | 20 | 18 | 26.29 | 23.24 | 10.58 | 7.27 |
| 60 | 77.5 | 64.5 | 13 | 11 | 22.90 | 16.57 | 9.26 | 7.18 |
| 61 | * | * | * | * | 25.48 | 18.32 | * | * |
| 62 | 74 | 67 | 14 | 14 | 26.81 | 21.57 | 12.65 | 7.63 |
| 63 | 64 | 63 | 20 | 15 | 23.40 | 23.18 | 8.03 | 4.21 |
| 64 | 62 | 59 | 17 | 14 | 29.24 | 23.57 | 11.93 | 7.46 |
| 65 | 74 | 68 | 14 | 13 | 27.23 | 23.15 | 8.30 | 7.41 |
| 66 | 60.5 | 57 | 15 | 12 | 22.10 | 21.16 | 10.21 | 8.29 |
| 67 | 88.5 | 88 | 14 | 11 | 29.76 | 22.34 | 9.87 | 7.82 |
| 69 | 67 | 66 | 18 | 15 | 26.57 | 22.36 | 7.62 | 5.94 |
| 70 | 67.5 | 59.5 | 12 | 11 | 26.19 | 20.67 | 8.87 | 6.80 |
| 71 | 92 | 92.5 | 13 | 11 | 29.27 | 21.14 | 8.89 | 7.37 |
| 72 | 64.5 | 63 | 13 | 10 | 21.65 | 20.71 | 7.20 | 4.96 |
| 77 | * | * | * | * | * | * | * | * |
| 80 | 64 | 62.5 | 11 | 10 | 21.87 | 21.54 | 10.75 | 6.26 |
| 86 | 71 | 70 | 14 | 11 | 24.02 | 17.58 | 7.13 | 4.72 |
| 87 | 64 | 63 | 14 | 11 | 23.06 | 20.12 | 9.59 | 8.39 |
| 88 | 66 | 65 | 13 | 11 | 25.05 | 22.35 | 9.70 | 6.48 |
| 90 | 88 | 85.5 | 13 | 12 | 25.66 | 21.46 | 11.02 | 10.50 |
| 91 | 64 | 56.5 | 16 | 12 | 25.20 | 20.36 | 9.51 | 8.84 |
| 92 | 58 | 54 | 16 | 16 | 25.17 | 24.55 | 11.21 | 7.17 |
| 93 | 73.5 | 71.5 | 8 | 7 | 24.43 | 20.36 | 10.38 | 8.76 |
| 94 | 93.5 | 82.5 | 21 | 13 | 25.86 | 28.44 | 10.50 | 8.00 |
| 96 | 82 | 78.5 | 16 | 11 | 30.01 | 22.05 | 10.35 | 0.00 |
| 97 | 79 | 75 | 19 | 11 | 27.94 | 25.02 | 8.44 | 5.56 |
| 98 | 97 | 91.5 | 19 | 14 | 27.42 | 25.33 | 9.95 | 6.57 |
| 99 | 83 | 69.5 | 18 | 17 | 29.24 | 20.84 | 11.05 | 6.94 |
| 102 | 80 | 69 | 16 | 14 | 26.68 | 22.54 | 12.30 | 8.78 |
| 104 | 70 | 69 | 19 | 14 | 24.80 | 22.88 | 11.16 | 7.91 |
| 105 | 62 | 60 | 15 | 13 | 25.89 | 20.02 | 10.15 | 6.41 |
| 114 | 50.5 | 47.5 | 12 | 12 | 19.58 | 19.26 | 9.66 | 6.18 |
| 115 | 78.5 | 67.5 | 19 | 18 | 25.31 | 20.42 | 12.69 | 6.08 |
| 124 | 72 | 64.5 | 17 | 16 | 24.80 | 19.97 | 12.18 | 6.97 |
| 127 | 71.5 | 70 | 15 | 13 | 26.38 | 24.19 | 10.96 | 7.95 |
| 128 | 83 | 79 | 17 | 15 | 25.87 | 22.74 | 9.65 | 7.44 |
| 143 | 83.5 | 77 | 14 | 12 | 24.23 | 20.90 | 9.35 | 6.71 |
| 144 | 43.5 | 43 | 13 | 10 | 24.49 | 19.56 | 5.83 | 3.47 |
| 146 | 72.5 | 67 | 14 | 12 | 24.87 | 17.95 | 9.66 | 7.33 |

(now highlight the main points)

Here are examples emphasising the phenotypic diversity of the population:

Flowering date differences

Plant height differences

| DH line number | stem ht | | flowering date | | leaf length | | biomass/ | |
|----------------|-----------|---------|------------------|----------------|-------------|--------|-------------|------------|
| | irrigated | rainfed | in May irrigated | in May rainfed | irrigated | length | plant irrig | plant rain |
| 25 | 89.5 | 80.5 | 14 | 12 | 26.46 | 20.78 | 10.14 | 6.52 |
| 26 | 94 | 75.5 | 23 | 22 | 27.54 | 22.90 | 8.49 | 5.89 |
| 27 | 70 | 70.5 | 13 | 9 | 23.35 | 21.47 | 6.57 | 5.58 |
| 28 | 69.5 | 65.5 | 15 | 14 | 23.47 | 21.50 | 11.29 | 7.27 |
| 29 | 64.5 | 62 | 13 | 10 | 26.16 | 20.12 | 8.80 | 6.14 |
| 30 | 68 | 67.5 | 13 | 10 | 21.14 | 22.30 | 7.13 | 6.15 |
| 31 | 79.5 | 77.5 | 14 | 11 | 21.62 | 22.81 | 10.92 | 8.29 |
| 32 | 85 | 75 | 18 | 14 | 27.89 | 24.40 | 10.13 | 7.66 |
| 33 | 90.5 | 85.5 | 13 | 12 | 26.03 | 22.22 | 8.82 | 7.73 |
| 34 | 61.5 | 57 | 19 | 18 | 26.41 | 20.70 | 8.86 | 4.71 |
| 35 | 75.5 | 69 | 13 | 11 | 24.52 | 19.22 | 5.93 | 5.14 |
| 36 | 53 | 49 | 10 | 9 | 22.75 | 16.35 | 6.79 | 4.24 |
| 37 | 67 | 59 | 12 | 8 | 23.61 | 21.85 | 7.87 | 4.83 |
| 38 | 44.5 | 41.5 | 15 | 11 | 21.94 | 16.73 | 6.66 | 3.35 |
| 39 | 79.5 | 76 | 13 | 12 | 26.31 | 21.90 | 9.15 | 8.43 |
| 40 | 52 | 41.5 | 15 | 13 | 19.33 | 17.54 | 6.89 | 3.67 |
| 41 | 66 | 64 | 19 | 16 | 21.98 | 19.62 | 8.43 | 5.25 |
| 42 | 42 | 41 | 19 | 16 | 24.31 | 19.98 | 6.45 | 3.55 |
| 43 | 64 | 57.5 | 16 | 13 | 26.48 | 22.21 | 8.97 | 5.98 |

(give a couple of illustrations)

The Content: “Do”s and “Don’t”s (3)

Do use as much of the slide as possible:

- what is the point of having the space if you don't use it?
However,

beware of going right to the edge as the projector or screen may cut off some text.

The Content: “Do”s and “Don’t”s (4)

Do use a large font size wherever possible:

- the larger the better, so that people can read the text easily.

This example, is 20 point Arial bold.

This example, is 12 point Arial bold.

The Content: “Do”s and “Don’t”s (5)

Don't use a fancy font for your text:

- Sans serif fonts are easier to read than serif fonts:

Sans-serif font examples (all 12 point):

Arial, Arial Narrow, Helvetica, Geneva, Monaco, Verdana.

Serif font examples (all 12 point): Bookman Old Style,

Courier, Garamond, Times New Roman

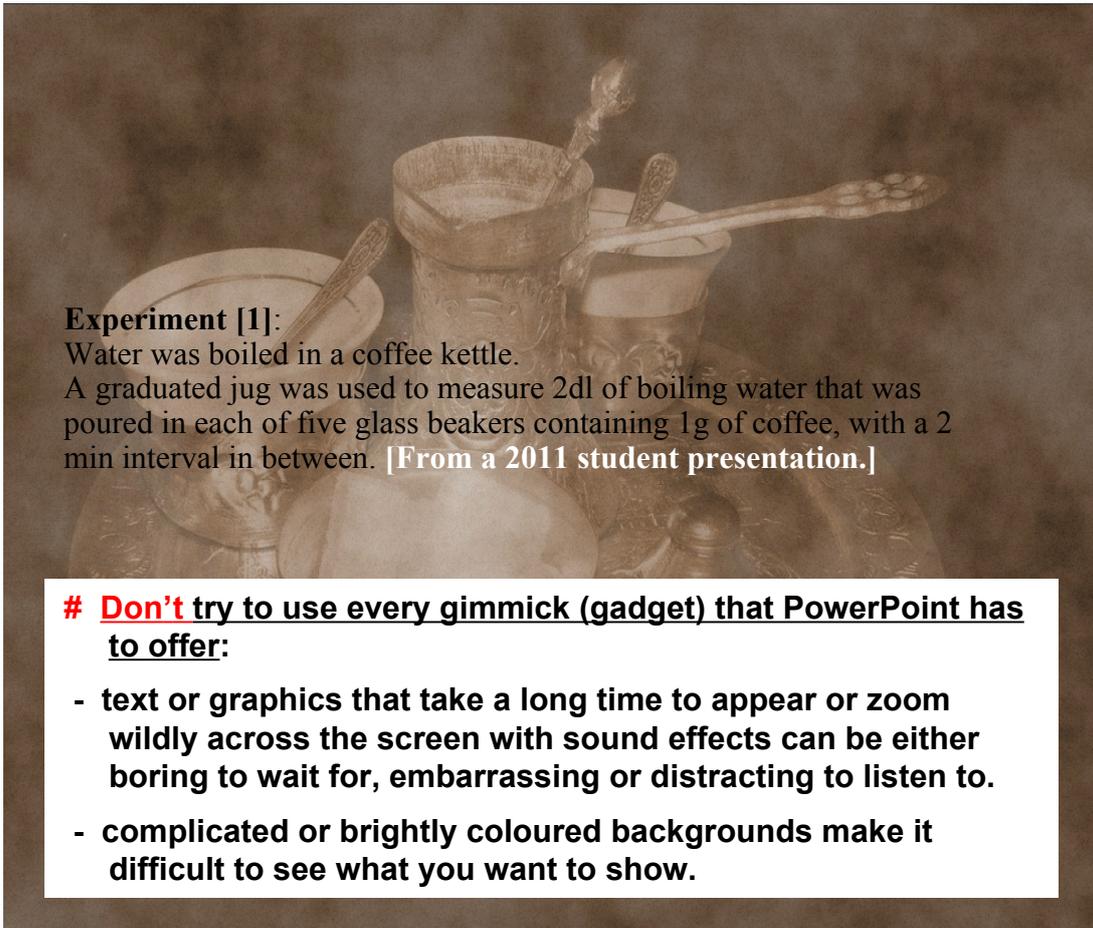
- Simple fonts (like Arial) are better than fancy fonts

like **Comic Sans MS (Bold)**, *Edwardian Script ITC*,
Lucida Handwriting

The Content: “Do”s and “Don’t”s (6)

Do avoid distracting (obtrusive) backgrounds:

- typing text directly on a background image can make it difficult to read easily, like this example on the next slide



Experiment [1]:
Water was boiled in a coffee kettle.
A graduated jug was used to measure 2dl of boiling water that was poured in each of five glass beakers containing 1g of coffee, with a 2 min interval in between. [From a 2011 student presentation.]

Don't try to use every gimmick (gadget) that PowerPoint has to offer:

- text or graphics that take a long time to appear or zoom wildly across the screen with sound effects can be either boring to wait for, embarrassing or distracting to listen to.
- complicated or brightly coloured backgrounds make it difficult to see what you want to show.

The Content: “Do”s and “Don’t”s (7)

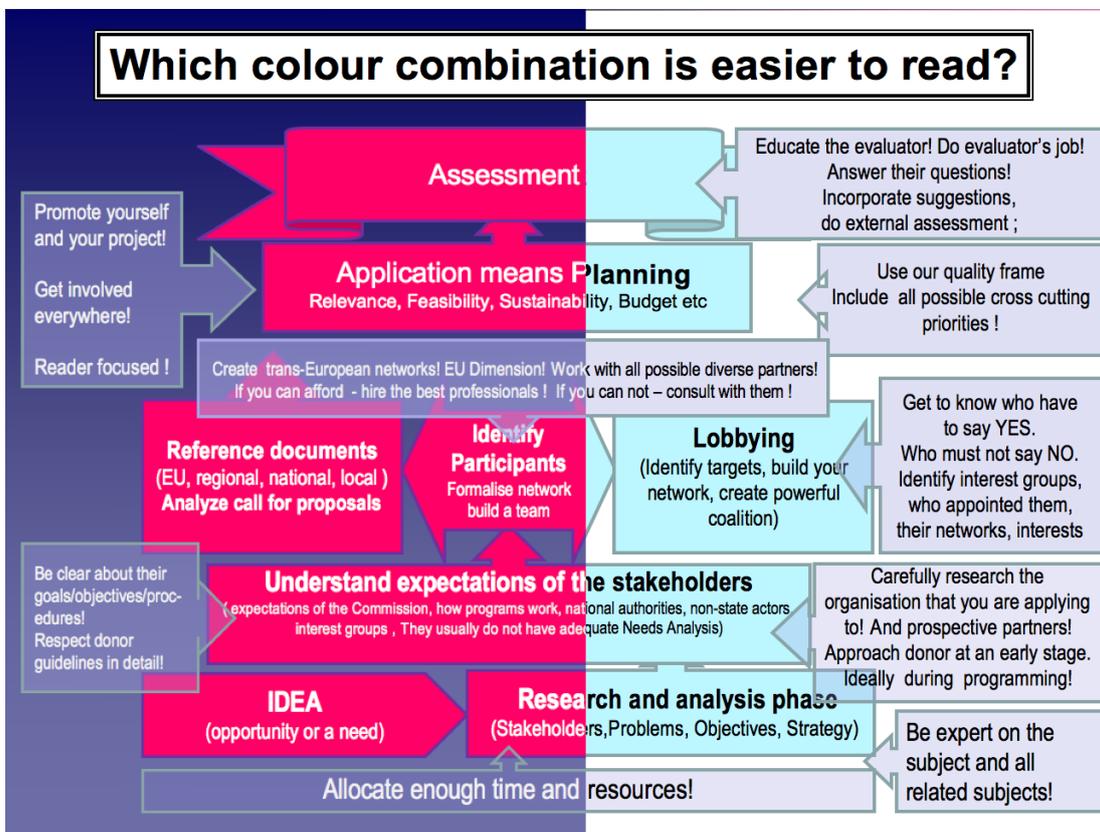
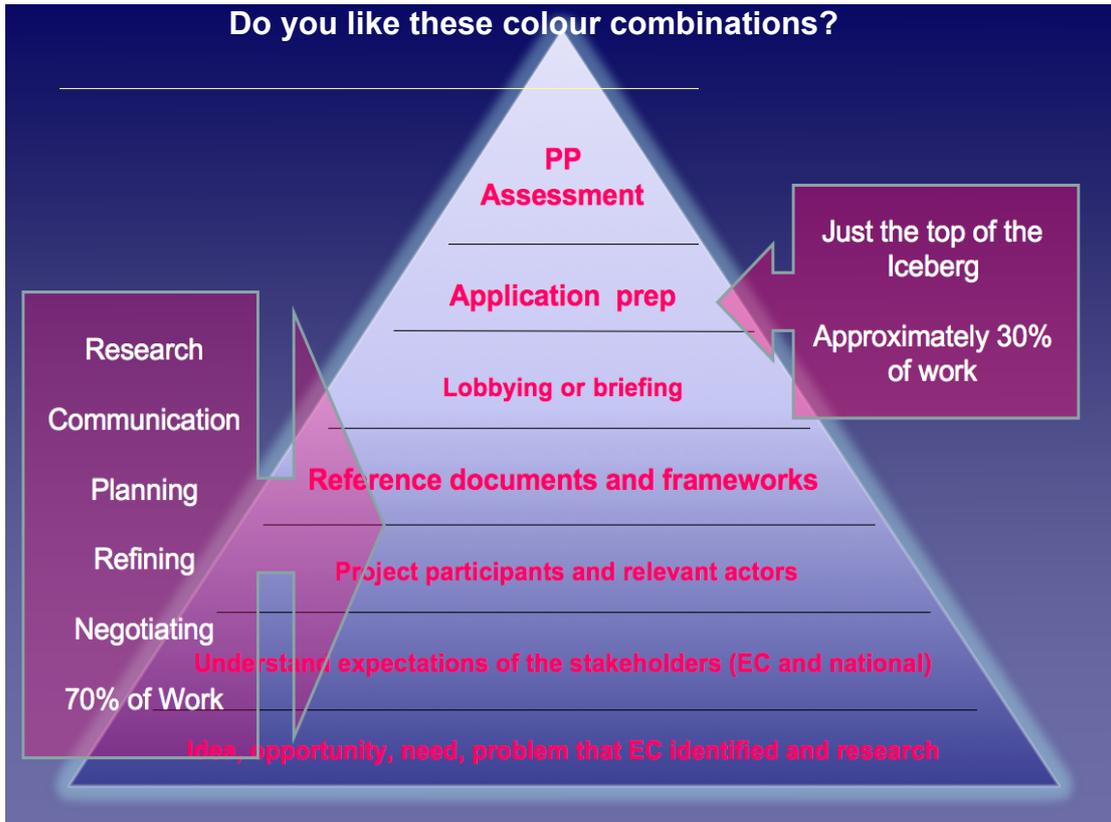
Don't use a dark background with light colours for text or graphics:

[this was common in the days of 35 mm slides]

- using a dark background often means that the lights in the room have to be reduced to see the foreground material easily, and this:
 - a) makes it difficult for the audience to see to make notes, and
 - b) facilitates older members of the audience falling asleep!

Do use colour combinations that make text and graphics easy to see:

- what looks fine on your computer screen may be difficult to see if the screen is too well lit, as shown here ...



The Content: “Do”s and “Don’t”s (8)

Do use PowerPoint’s animation options to build up layers:

- you can do this to highlight specific points or show how images are related, as shown here ...

Here’s the example I showed previously: developing the story by building up layers.

Imagine a circle that contains all of human knowledge:

By the time you finish basic schooling, you know a little:

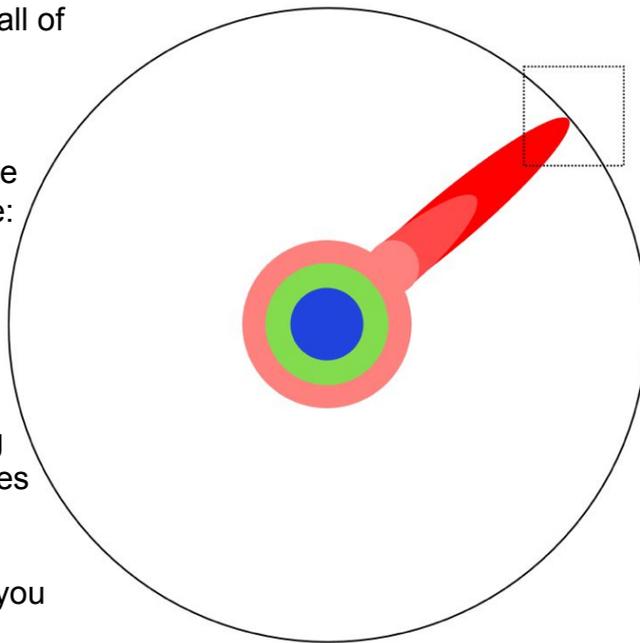
By the time you finish your time at school, you know a bit more:

With a bachelor's degree, let's say you specialise in biology:

A master's degree deepens your knowledge of a subject:

Starting your PhD and reading research papers in a topic takes you to the edge of human knowledge:

Once you're at the boundary, you focus on the research topic:



Now moving on to:

PRESENTING THE TALK

First - preparing yourself beforehand

Preparation: “Do”s and “Don’t”s (1)

Do rehearse the timing of your presentation:

- you will become more confident in presenting it
- you will identify any bits that still don't feel right
- you will be able to get the timing just right.

Do rehearse the presentation with your peers:

- that will get you used to speaking in front of others
- they will be sympathetic and help with improvements
- you will identify any bits that still don't feel right
- you will be able to get the timing just right.

The Content: “Do”s and “Don’t”s (2)

Do make notes of what you want to say (unless you are experienced!):

- write down the main point(s) for each slide

Don’t write out every word you want to say:

- unless you feel uncomfortable describing the whole slide (for example if giving a talk in English), don’t write down every word you intend to say,
- you will be tempted just to read the words and forget to describe what is shown in each slide and to interact with your audience.

[Also, reading from a prepared text often results in you talking too quickly.]

Preparation: “Do”s and “Don’t”s (3)

Do prepare the resources before the start:

- check that your notes (if any) are in order
- check that you have a pdf version of your talk available in case of problems
- check that you have a drink ready in case you need it
- check how the microphone works if needed
- check that a pointer of some sort (stick or laser) is available if you want it

Preparation: “Do”s and “Don’t”s (4)

Do prepare yourself properly before the start:

- try to relax - some deep breathing from your diaphragm and relax your shoulder muscles

Don’t let your nerves get on top of you!

- learn how to relax mentally and physically.
Some examples to help you are given below.

The selection of videos on the next page illustrates some points to help you overcome nerves and other points to avoid:

Perfect World - Presentation Nerves:

http://www.youtube.com/watch?v=VflpD_8wdjw&list=PL81FBE0CE096A8B0&index=1&feature=plpp_video

Ethan Rotman – worst presentation ever:

<https://www.youtube.com/watch?v=69JZD60eR6s&list=RDWJIOZfLQ5w4>

Andrew Bryant - overcoming fear of public speaking:

<http://www.youtube.com/watch?v=7PAwPOBITho&feature=related>

Tom Breeze - public speaking fear:

<http://www.youtube.com/watch?v=xiZoTM-2oSI&feature=related>

David Hyner - handling nerves:

<http://www.youtube.com/watch?v=dr-eY1kY1lc>

How many errors can you find?

<http://www.youtube.com/watch?v=wXILI9Q1jIw>

TJ Walker - find the 10 mistakes:

<http://www.youtube.com/watch?v=BBthvuOQpKc>

Marc Anthony (GOOD: a former drama teacher) - 10 mistakes:

http://www.youtube.com/watch?v=DVP_6fENXKo&feature=related

Hopefully, you will control your nerves better than this:

<http://www.youtube.com/watch?v=inDf6-TUq5s>

Getting nervous before a presentation is normal

- even I do this! [- though you probably don't see that!]

- deep breathing from the diaphragm,
- loosen your shoulders to relax the muscles,
- be 100% familiar with what you will say,
- look confident at the start (despite your nerves),
- remember that the audience wants you to do well!

I gave a talk *in Serbian* to schoolteachers in Dom Sindikata in June 2010.

I survived by partly speaking directly at the audience in Serbian, and partly reading Serbian text on the screen (when I couldn't work out what to say in a sentence in Serbian quickly enough)!

Preparation: “Do”s and “Don’t”s (5)

Do think carefully beforehand about how you will start your talk:

- first impressions on your audience are important
- it may help to memorise your first one or two sentences:
 - “Thanks to the organisers for the invitation”
 - “My first time in this wonderful spa Vrdnik”
 - “Sorry you had to get out of bed so early to come to my talk”; etc!

Preparation: “Do”s and “Don’t”s (6)

Don’t leave your mobile phone on:

- your wife/husband/girlfriend/evening’s date could ring you in the middle of your presentation!

During: “Do”s and “Don’t”s (1)

Do get your audience’s attention at the start:

- count to five, take a deep breath, **then begin!**
- start speaking slowly!
- start speaking in a clear voice that will be heard at the back of the room!
[Use the microphone if required - described later on]
- start speaking directly at them (not the chairman)!

During: “Do”s and “Don’t”s (2)

Do constantly take in feedback from your surroundings:

- repeat information if there was a noise
- move if you are blocking the screen

Don’t rock from one foot to the other or sway from side to side:

- like the behaviour of the polar bears in the zoo, this is a sign of stress!
- don’t do the ‘symposium speaker’s shuffle’, *especially if the floor creaks!*

During: “Do”s and “Don’t”s (3)

Do try to communicate with your audience:

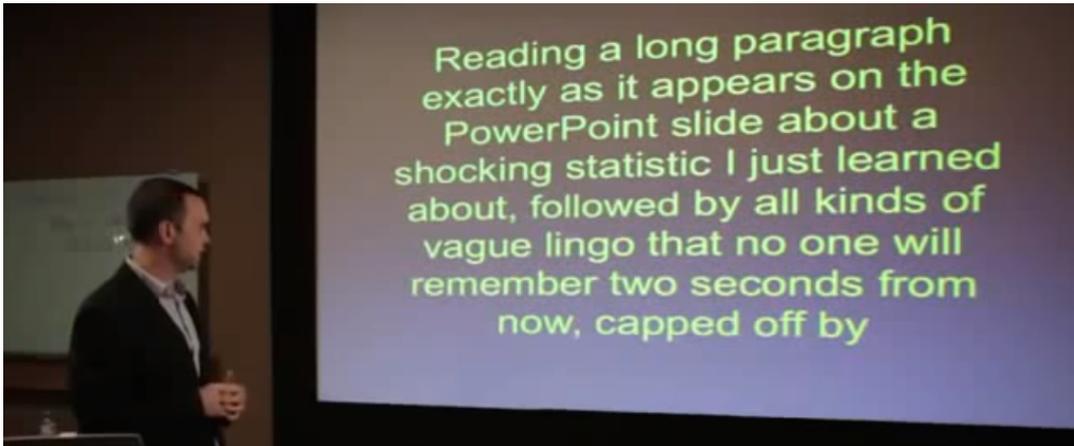
- address your comments to the audience and not to the screen!
[This is easier when using a laptop.]
- look at your audience, at least from time to time!
- make statements in the form of questions:
“so what did we find?”
“what was the reason for this?”
“how was this achieved?”
[This helps to keep their attention]

During: “Do”s and “Don’t”s (4)

Don’t turn your back on the audience:

- keep your body facing the audience at all times [Use your up-screen arm to point at the screen.]
- turn your head if you need to look at the screen.

PRESENTING THE TALK (cont.)



During: “Do”s and “Don’t”s (5)

Do make your voice interesting to listen to:

(see, well, listen to: <http://www.youtube.com/watch?v=APp146G88jA>)

- the audience will lose interest in you quickly!
- use the qualities of your vocal instrument (speed, volume, pitch, tone) to keep the audience awake!

Don’t read your talk to your audience:

- reading from a prepared text makes it hard to communicate with your audience
[You may be tempted to read it too fast.]
- reading text from the laptop screen is also a risk to lose contact
- use the words on the laptop screen only to remind you what to say next.

During: “Do”s and “Don’t”s (6)

Do move around occasionally if possible:

- unless you are asked to stay at a lectern (to use a fixed microphone, for example) move around so that you keep the audience’s attention
- move around, though, to make it look as if there is a purpose to it!
 - towards the screen to point something out
 - towards the audience to emphasise something
- move around when necessary to avoid blocking permanently anyone’s view of the screen.
[Take the microphone with you and use it as if it is part of you!]

PRESENTING THE TALK (cont.)

During: “Do”s and “Don’t”s (7)

Don’t use a lectern like a fortress to hide behind:

- it encourages bad habits like fidgeting and bad posture, so stand to the side of it if you can.

A lectern could also be a problem if you are “**vertically-challenged**”!



During: “Do”s and “Don’t”s (8)

Do use a microphone correctly, if it is required:

- get close enough to it for it to amplify your voice!
- adjust the volume of your voice for the degree of amplification provided.
- when you move around, take the microphone with you if possible, and treat it as if it is part of you!

Don’t fidget or play with the loose change/keys in your pockets:

- hearing the constant noise of clattering coins or keys can be very distracting! Also

During: “Do”s and “Don’t”s (9)

Ladies (and men?): Don’t fidget or play with your hair (or any other body parts)!:

[<http://www.youtube.com/watch?v=YivQYeI0vys>]

During: “Do”s and “Don’t”s (10)

Don’t wave the stick, laser pointer or your hands around:

- these are also very distracting!
- practice your talk holding your hands behind your back, and see how difficult that is!

PRESENTING THE TALK (cont.)

During: “Do”’s and “Don’t”’s (10 cont.)

Do look confident even though you may not feel it:

- remember that you probably know more about what you are presenting than anyone in the audience
- try to interact with your audience so that they feel involved in the presentation.

During: “Do”’s and “Don’t”’s (11)

Don’t send your audience to sleep by being too quiet, indistinct or uninteresting:

- be enthusiastic and the audience will enjoy listening to you.

Do keep an eye on the clock and pace yourself:

- it is helpful to have a mid-way mark in the presentation identified so that you can see whether your timing is going OK.
- numbering your slides helps - like I have done.
- I often take my watch off and put it in front of me.
- you can also put the time on your slides as a footer.

- if you want to cheat, you can use PowerPoint Presenter Tools (under Slide Show menu). This feature can also help you keep to time:

0:04:19

PRESENTING THE TALK

“Do”’s and “Don’t”’s (7)

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Slide 51 of 54

Only 3 more before the end!

During: “Do”s and “Don’t”s (12)

Do concentrate on interacting with the audience while describing your research!

Do send the audience home with the feeling that they have enjoyed the experience.

And if you’ve done your 3 *Preparations* - so should you!

LECTURING TO STUDENTS

Note that much of what I have said here also applies to professors maintaining contact with their students and interacting with them while giving lectures.

However, for any sort of public speaking there has to be a balance between **entertainment** and **pedagogy**!

You have to maintain contact and interaction with your audience, though, or they lose interest in your words of wisdom - whether they are students or conference participants.

However, to be an effective lecturer you also have to achieve effective **simultaneous learning** by the student.

Making it **interesting** for your students to listen to and involving them **actively** helps **learning**.