General Presentation Skills

Brainstorming

Image: UW Bothell Writing Center
General Presentation Skills-
selections from George Torok:  http://www.presentationskills.ca/

- Know your Message
- Know your Audience
- Know your Equipment
- Watch others
- Practice
- Dress the part
- Begin Cleanly
- Good Eye Contact
- Timing
- Memorable Ending
In advance...

- Know your Message
  - Outline what you want to say
  - Focus ONLY on what’s needed
- Know your Audience
  - What can THEY use?
  - Why is your message relevant to them?
- Know your Equipment
  - Hands on visit
  - Do everything you plan to do
    - Play videos
    - Change applications
    - Demonstrations
    - Lights
Preparing for your Presentation

- Watch others
  - www.TED.com
- Practice
  - Know how long each slide takes
  - Don’t memorize and DON’T read
- Dress the part
  - Dress memorably?
  - Dress professionally?
What do I say first?

BEGIN CLEANLY,
BUT WITH SOMETHING NON-ESSENTIAL

“Let’s Begin!”

“Thanks for the opportunity to speak to you today. I’m Mike Meyer…”

“Hello. Thanks for coming. I’m Mike Meyer…”

“I’d like to get started. I’m Mike Meyer…”

“Welcome to…”

“I’m excited to be here today to talk with you about…”
The Warmup....

TWO GOOD WAYS:

1) MAKE A JOKE...  http://www.101funjokes.com/
As two graduate students sat talking, their conversation drifted from academics to cooking. "I got a cookbook once," said one, "but I could never do anything with it." "Too much fancy work in it, eh?" asked the other. "You said it. Every one of the recipes began the same way – “Take a clean dish....”

2) ...OR TAKE A POLL...

How many of you have given a presentation at a conference before?
During the Presentation

- Introduction
- Outline message/plan/length
- Good Eye Contact
  - Position in room
  - “Connection” with audience
  - Don’t READ slides
- Timing
  - ~1 minute per slide
  - Don’t leave most important for last
Memorable Ending

DO SOMETHING UNUSUAL!
Questions so far?

Half time…

Finished general presentations…

On to Posters!
Can you think of another way to say these?

The young female human ingested 400-700 ml of dihydrogen monoxide.

The player suffered from a contusion on his medial left humerus.

I was ROTFL! Then I said “OMG, it’s L8.” GTG, TTFN!

I bricked my PS3 by using the wrong wall wart.

Avoiding Jargon: Arizona State University
http://commguide.asu.edu/standards/writing/jargon
Presenting Posters

- Have “Elevator Pitch” summary in mind
  - Simple language
  - Avoid “jargon” and acronyms
  - Is it essential to your “story”?
  - Can your mother or grandmother understand this?
  - Use analogies
- 2-3 Key points (no more!)
- Consider your audience
- Anticipate Questions
Consider Conference Format

• Will you be present with your poster?
  • ALWAYS:
    • You can plan to explain graphics, text
  • SOMETIMES/NO:
    • Poster needs to “stand on its own”
• Consider “flow” to tell story
• Make sure you have a graphic for each main point
Being Remembered

- Make eye contact with or acknowledge everyone that views your poster
  - “Do you have any questions I can answer?”
  - One engaged viewer begets more
  - Be assertive without being aggressive
- Set limits for conversations
  - Be sure you get a chance to talk with everyone
  - Have a way to quickly get contact info
    - Arrange meetings while at conference?
    - Distribute note/business cards with a summary
- Dress
  - Professional?
  - Bright colors?
Sources and for more information:

http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1955747/
NIH – US National Library of Medicine

http://ppop.stanford.edu/posters.html
Stanford University

http://www.tc.umn.edu/~schne006/tutorials/poster_design/index.htm
University of Minnesota

http://chem.virginia.edu/graduate-studies/test-links-pg/how-to-make-a-scientific-poster/
University of Virginia, Dept. of Chemistry
Questions?

- If the Center for Teaching and Learning (CTL) can be of further help to you, stop by!

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