

Giving a Presentation

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Introduction

1. timing
2. content
3. structure
4. delivery
5. visual aids
6. mastery

Timing

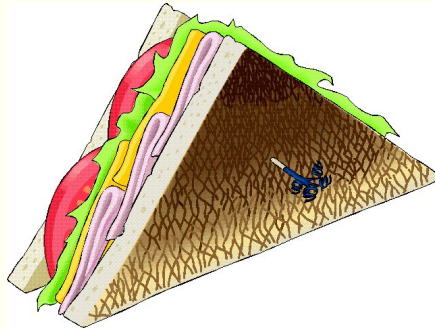
- stick to time overall
- share time fairly between sections
- trim material to fit

Content

- know the audience
- focus on interesting stuff
- an example beats generalisations

Structure

(title page) Introduction, Meat, Conclusion



Intro = context + content

Meat: build to high point(s)

Conclusion = summary; open questions ...

Delivery

- speak and write clearly
- use logical steps
- keep eye contact
- show confidence, enthusiasm, humour
- do it 'off the cuff'
- who's your role model?

Visual aids

- text, maths must be legible
- don't read it out, flesh it out!
 - '5 words/line, 5 lines/page'
- 'a picture speaks a thousand words'
- credibility $\propto (\text{special effects})^{-1}$
- check for spelling n grammar

Mastery

- know your stuff!
- tip — flattery!

Conclusion

- know your audience
- organise your material
- practise!
- practise again!!

Generally observe, criticise, learn

The end