Presentations

John E. Howland
Trinity University
One Trinity Place
San Antonio, Texas 78212-7200
Voice: (210) 999-7364
Fax: (210) 999-7477
E-mail: jhowland@Ariel.CS.Trinity.Edu
Web: http://www.cs.trinity.edu/~jhowland/
Abstract

Some guidelines for making presentations.
Overview of Presentation

• The ingredients of a presentation

• Group involvement

• Presentation Attire

• Being heard

• Conclusions
Ingredients of a Presentation

• Give an overview of the presentation
• State the project requirements
• Give the project structure
• Show the various diagrams used in the project design
• Demonstrate the project prototype
• Give summary and conclusions
• Audience questions
Group Involvement

- Introduce each group member, giving their first and last names
- State how the project group was organized and the role each member performed
- Every member of the group should participate in the presentation
Presentation Attire

- Business or business casual
Being Heard

• Use microphone

• Make eye contact with the audience

• Do not speak too rapidly

• Use humor

• Practice your presentation
Conclusions

• Find examples of good presentations

• Note the Senior presentation