Making a Technical Presentation

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Making a Technical Presentation

- Define Audience
- Outline Presentation
- Pick Sequence of Audio/Visual Aids
- Prepare the Presentation
- Practice (How To and Timing)
- DO IT!
Define the Audience (Type)

- All Technical
- Novice
- Mixed
Define the Audience (Event)

- Formal Banquet
- Technical Session or Seminar
- Luncheon
- Group Meeting (informal)
- Class Presentation
Define the Audience (Dress)

• Informal

• Business Casual

• Suit and Tie
Define the Audience (Physical Location)

- Lighting
- Electrical Outlets
- Room Size
- Presentation Equipment
The Presentation

• General Outline
  – Introduction
  – Body
  – Closing
The Presentation

• Introduction
  – Tell them what you are going to tell them

• Body of Talk
  – Tell them

• Closing
  – Tell them what you told them
The Presentation

- Pick Representative Text and Graphics
- Condense Text to Short (organized) Synopsis
- Carefully Select Graphics to Depict or Enhance Text
Sequence of Audio/Visual Aids

- First Graphic: Identify Author or Presenter with Catchy Graphic
- Choose Effect of Integrated Graphics or Alternating Text with Graphics
- Beware of Too Much Multi-Media
- Close with Effective Graphic
Prepare Presentation

• Choose Presentation Form Carefully
  – Overhead Projector
  – 35 mm Projector
  – Video Tape
  – Chalk Board
  – Computer

• Each Slide Should be Stand-Alone
  – Sequence Must Flow
  – Self Identify
  – Uncluttered
  – Centered
Prepare Presentation

• Create Slides/Aids and Sequence According to Outline

• Review Entire Set of Slides
Practice

• Alone with Timer

• In Front of Friends with Timer

• Always with Visual Aids and Timer

• Be Aware of
  – Posture and Position
  – Eye Contact
  – Voice
  – Gestures

• Practice (in your mind) as You Await Your Presentation Turn
DO IT!

• “Being Nervous” is Good

• Initial Voice

• Adjust to Conditions

• Mistakes and Recovery

• Use Your Sense of Humor

• YOU Are the Expert