Making an Effective Technical Presentation
Robert D Wismer [1989] (2pp)

- Know your subject
  - be credible, have confidence
- Know your audience
  - target presentation to the audience
  - technical results and implications
  - recommendations
Making and Effective Technical Presentation
Robert D Wismer [1989] (2pp)

- Prepare
  - objective of presentation
  - time limits
  - audience
  - conclusions and recommendations - then details
  - practice, practice, practice

- Tell them x 3
  - **tell them** what you’re going to tell them
  - **tell them**
  - **tell them** what you told them
A Good Speech is Worth a Thousand (written) Words

B Decker [1984] (3pp)

- a presentation is **NOT** a written report
- right brain
  - intuition / emotion / holistic thinking & decision making
  - registers sound, colour, movements & patterns
- left brain
  - analysis / logic / linear processing

**Do not read a talk**
A Good Speech is Worth a Thousand (written) Words - Bert Decker [1984] (3pp)

- the three V’s
  - **VERBAL:** what is said
  - **VOCAL:** expression / resonance / tempo / inflections
  - **VISUAL:** look & body language

- facts are often NOT remembered - jokes are

- self-confidence
  - practice
  - get feedback
Friends, Romans, Cost Engineers... Can We Talk?
Sara Pritchard [1990] (4pp)

- **BE ENTHUSIASTIC** about the topic
- Involve the audience (questions, contact)
- Do not read your paper (nor memorise it!)
- Avoid being too technical (12 year old audience!)
- Choose a good title (catchy title?)
- Stage fright, FEAR and how to react
How to Speak so Facts Come Alive
Morey Stettner [1989] (4 pp)

- selectivity - choose 3 main points
- define your terms (terminology)
- use anecdotes
- do NOT overuse audiovisuals
- learn to deal with stage fright
  - fear of ignorance / rejection / think positive
  - do not take criticism personally

And they let HIM teach THIS course !!!
How to Overcome Errors in Public Speaking

John E. Baird [1981] (5pp)

- Preparation
  - plan to have an effect
    - I want (WHO) to (WHAT) (WHEN, WHY, HOW) because (WHY)
  - be aware of your audience
    - needs, relevance, attitudes
  - be aware of your own credibility
    - competence, character, intent
    - dynamism, personality
How to Overcome Errors in Public Speaking John E. Baird [1981] (5pp)

- Preparation (continued)
  - capture attention with a good introduction
    - what’s in it for me (the audience)
  - organise your information
    - chronological
    - spatial
    - sequential
    - hierarchical
    - classificational
  - conclude by repeating your objective
How to Overcome Errors in Public Speaking

John E. Baird [1981] (5pp)

- Presentation
  - control stage fright - channel energy positively
    - physical exercise, relaxation exercises
    - objectify the situation
    - establish realistic goals for yourself
    - distract yourself
    - practice and get feedback
  - be physically active and purposeful
    - be direct, be natural
  - adjust to audience feedback
How to Overcome Errors in Public Speaking John E. Baird [1981] (5pp)

- Preservation
  - prepare for audience questions
    - try to predict questions
    - know the subject area
    - do not fake - admit ignorance (ask the audience)
Student Presentations

- 15 or 25 minute presentations
- Use visuals (e.g. Powerpoint)
- Choose 3 important points
  - overheads organisation (say 7 slides = 3 minutes/slide)
    - introduction (1 slide)
    - 3 main points (1 slide)
    - 3 main points - detail (3 slides)
    - conclusion(s) and recommendation(s) (1 slide)
    - summary / overview (1 slide)
- identify your strengths & weaknesses & prepare
Student Presentations

- Points to think about
  - develop a personal style - presenting **is** highly personal
  - watch other people for ideas
    - good points - copy them and use them in your presentations
    - bad points - be aware of such and try to avoid these (not easy)
  - work on relaxation techniques (if you feel you need to)
  - work on audience contact (**do not read** / use notes)
    - this + the information you present is the key
    - how do you create contact? **Visual, emotional, intellectual**
  - analyse why your presentation went well / did not go well
  - reduce information to the **RELEVANT** (a difficult art)