

How to Present Like a Pro



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Motivation

- Major area in which graduate students lack proper preparation:
 - The ability to present yourself and your ideas well.

- According to UCLA Alumni working in industry

Overview

- Know What You're Saying
- Know What You're Doing
- Practice! Practice! Practice!

Know What You're Saying

- Start with the end
 - What do you want the audience to take away from the talk?
 - Summarize it in one or two brief sentences
 - Make it obvious from the presentation
 - Include this summary at the end

Know What You're Saying

- Know your audience
 - Make the talk interesting to the audience
 - Do not try to cover too much material
 - Talk with enthusiasm
 - Stop to ask for questions regularly (if appropriate)
 - Take questions off-line if necessary
 - Be nice! (You don't know who is in your audience)
 - Make sure your audience can hear you and can see your visual aids
 - Speak slowly and clearly

Know What You're Saying

- Know what your slides say
 - Proof-read your slides
 - Do not bring unnecessary attention to your mistakes
 - Do not spend most of your time reading your notes

Overview

- Know What You're Saying
 - Determine what the "take away" information should be
 - Handle questions with care
- Know what you're doing
- Practice! Practice! Practice!

Know What You're Doing

- Be aware of your movement
 - Do NOT:
 - Rock back and forth
 - Pace
 - Fidget
 - Stand with your hands in your pockets, on your hips...
 - Do:
 - Use movement to get your audience's attention

Know What You're Doing

- Never turn your back to the audience
 - Look at the computer screen to see your slides
 - Look at the audience
 - Make eye contact around the room
 - Do not focus only on your advisor or the front row
 - Use a laser pointer to draw the audience's attention to something on your slides

Overview

- Know What You're Saying
 - Determine what the "take away" information should be
 - Handle questions with care
- Know what you're doing
 - Never turn your back to the audience
 - Do not make unconscious movements
- Practice! Practice! Practice!

Practice! Practice! Practice!

- Practice by yourself
 - Read through your slides (look for typos)
 - Time yourself

Practice! Practice! Practice!

- Practice in front of friends
 - Get feedback from your practice audience
 - What did they learn?
 - Ask open and closed-ended questions

Overview

- Know What You're Saying
 - Determine what the "take away" information should be
 - Handle questions with care
- Know what you're doing
 - Never turn your back to the audience
 - Do not make unconscious movements
- Practice! Practice! Practice!
 - Practice in front of a live audience
 - Find out what your audience learned

Resources

<http://www.garrreynolds.com/Presentation/index.html>

- Preparation Tips
- Delivery Tips
- Slide Tips