

On Making Oral Presentations

Faculty of Computer Science
Free University of Bolzano
Jay Anderson – February 2006

Organization: topic

- Have something to say that's worth our attention
- Be convinced of its validity or importance
- Furnish strong arguments, with support
- Use confident language

Organization: audience

- Know your audience
 - What can you assume?
 - How can you make contact with your audience?

Organization: clarity

- Phrase your thoughts clearly; be easy to follow
- **Speak to the point: background, theme, conclusion**
- Anticipate audience reaction
- Offer variety and wit; be the expert but act the friend

I am indebted to John Trimble in *Writing with Style* for some of these suggestions.

Organization: rule of 3

- The “Rule of Three”
 - Tell them what you’re going to say (15-20%)
 - Say it (70-60%)
 - Tell them what you said (15-20%)
- End promptly; leave time for questions
- Don’t try to say everything
- Apply the “Rule of Three” at each level

Delivery: preparation

- Handouts
- Good notes
- Quick access to visuals, media
- Anticipate questions
- Be honest
- Rehearse; practice with your slides; use your own laptop

Delivery: in the room

- Put the whole thing onto another device
 - Presentation
 - *All linked media*
- *Another device*
 - a CD-ROM
 - a “USB stick”
 - an external drive
 - a server

Delivery: in the room

- Bring your laptop
 - Cables
 - Issues:
 - resolution
 - screen mirroring

Delivery: how to speak

- Don't just read your notes
- Raise your head; speak to the back of the room
- Maintain eye contact; speak to particular individuals
- Use “you” “tu” “du”
- Avoid the passive voice

Delivery: slides

- On-screen presentations: computer projections (*PowerPoint, Keynote*), overhead slides
 - Very little information on each slide
 - Title, 4-5 points or one graphic
 - Uncluttered background
 - Use “effects” or “builds” sparingly

Delivery: handouts

- Handouts
 - Make them as good as a printed paper
 - Color is an expensive option
 - Fallback position
 - References or bibliography

Delivery: poise

- Poise
- Dress
- Speak slowly and clearly; remember your language may not be their language (or even your language)

Software: *PowerPoint*

- Microsoft *PowerPoint*
 - Almost universal nowadays
 - Can be turned into a QuickTime movie
 - Has its own “player”

Software: *Keynote*

- Apple *Keynote*
 - New in 2003; updated in 2006
 - Has its own player, or QuickTime
 - Can also export to PowerPoint
 - Why?

Software: *QuickTime*

- Useful for video clips, audio clips
- Useful for a “slide show”
- Usually compatible with *PowerPoint*, *Keynote*, HTML
- Why?

Media: pictures

- Capture photographs, other graphics
 - Scanners
 - Digital cameras
 - Image capture (software) from an online source
 - Software for digital cameras

Media: audio/video

- Capture audio or video (Macintosh)
 - Audio: *SoundStudio, iTunes*
 - Video: *iMovie, QuickTime*

Media: link or embed

- Link to or embed in your presentation
 - Link: bring all media with you!
- **Acknowledge your source!**

Media: warning

- Practical warnings when using another computer:
 - your software is not their software
 - your fonts are not their fonts

Example: graphics

- Scan photograph, etc.
- or, use *Grab* or other capture for online graphics
- Export in a standard format file (jpeg, tiff)
- Embed in presentation

Schloß Schönbrunn, from the website
www.schoenbrunn.at (6 Aug 03)



Example: audio

- Record off-air on cassette
- Digitize
- Keep as a QuickTime “movie”
- Embed in presentation

Schönbrunner Waltz,
Wiener Philharmoniker

Example: audio

- CD imported into iTunes
- Export as MP3 file
- Convert to QuickTime “movie”
- Embed in presentation

Example: video (tape)

- Off-air recording on videocassette
- Digitize
- Keep as QuickTime movie
- Link to presentation

Schönbrunner Waltz,
Wiener Philharmoniker
New Year's Day Concert,
January 2002



Example: video (DVD)

- Video from DVD
 - Capture from DVD player (may not be possible)
 - Navigate in DVD and play a scene

Act I of *Parsifal*, Richard Wagner
Kurt Moll as Gurnemanz, Siegfried Jerusalem as Parsifal
Metropolitan Opera, 1993



References

- Audio/video
 - Photograph of Schönbrunn castle, Vienna from www.schoenbrunn.at (6 Aug 2003).
 - *Schönbrunner Waltz* from New Year's Day concert of Vienna Philharmonic, 1 January 2002; taped off-air from WITF-FM and WITF-TV.
 - Theme from *The Angel Doll*, Chris Anderson, 2002. Personal copy, gift of the composer.
 - Excerpt from act I of *Parsifal* by Richard Wagner. Metropolitan Opera, 1993. Deutsche Gramophon DVD 440 073 032-9.
- Text
 - John Trimble, *Writing with Style*. (Prentice-Hall, 2000).
 - Patrick Blackburn, "How to give a good talk," from European Summer School in Logic, Language and Information (ESSLLI), Helsinki, August 2001; thanks to Raffaella Bernardi, <http://www.inf.unibz.it/~bernardi/pbgt.pdf>