

# CS 3300

## Intro to Software Engineering



## Presentation Guidelines

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# Presentation Guidelines

“According to most studies, people's number one fear is public speaking. Number two is death. Death is number two!



Does that sound right? This means, to the average person, that if you have to go to a funeral, you're better off in the casket than doing the eulogy.”

— Jerry Seinfeld

# Making good presentations

According to most studies, people's number one fear is public speaking. Most speakers are nervous even after many years of practice...

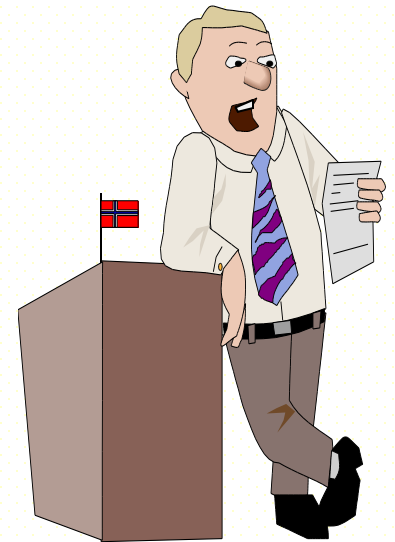


# Making good presentations

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But poor presentations may also happen for the opposite reason: people get lazy, over-confident, busy, careless, ...



# Making good presentations

Making **good presentations** is essential:

- Explaining/advertising your work to others (1 min, 3 min, 25 min)
- Selling your work (e.g., to managers)
- Interviewing for jobs
- ...



Cannot avoid giving talks, so get started now and become good at it!

# Preparing your talk

1. Assess your audience
2. Determine how you fit into the program
3. Prepare the content, slides
4. Practice, practice, practice!

# Content

- Purpose
  - To **inform**
  - To **interest** audience in your work
- Depth and scope
  - Determined by audience, type of forum, etc.
  - **Don't try to cover too much!**
- Excitement, attention—related to your excitement, enthusiasm for the work
- Clarity—dependent on organization, logical structure, language

# Structure

- Introduction/overview
  - Motivation
  - Goal of the talk
- Outline (possibly, depending on the length)
- Meat (typically, your work, the SE process, a demo)
- Conclusions (and possibly future work)
- Contact information
- Be creative!

10 minute presentation and 1 minute Q/A



# Slides

## Time

- One to two minutes per slide, on average
- **Keep within time** constraints given for talk
  - A MUST
  - Neither longer nor shorter
- Plan for exceptions  
(e.g., prepare ending that can be used anywhere)

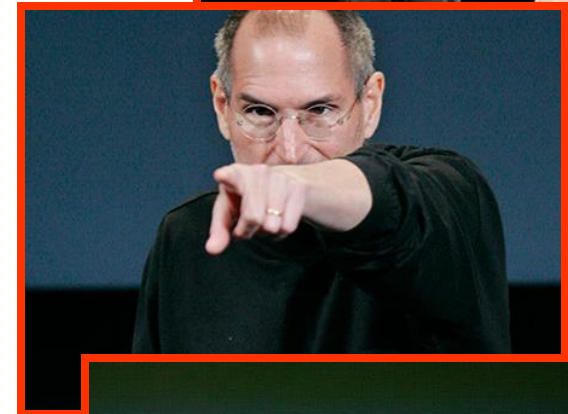


## Format

- Font at least 18 points
- Short phrases instead of complete sentences (extreme: no bullets)
- Use colors and fonts wisely
- Use pictures, diagrams, etc. whenever possible

# The talk

- Be positive, but honest
- Speak loud/clear
- Mind language
- Engage your audience (without overdoing it)
- Mind body language!
  - Face the audience and look at it
  - Smile
  - Dress appropriately
  - Don't swing
  - ...



# Finally

- **Practice** by yourself to get timings
- **Practice** with a group to get feedback
- **Practice** in front of a mirror to see how you look, stand, appear, etc.
- Check environment for the talk; change it if you are uncomfortable
- Practice at the location where you' ll give the talk if possible (at least test equipment beforehand)
- **Enjoy!** Others are anxious to hear what you have to say

Don McMillan: Life After Death by PowerPoint

[http://www.youtube.com/watch?v=lpvgfmEU2Ck&feature=player\\_embedded](http://www.youtube.com/watch?v=lpvgfmEU2Ck&feature=player_embedded)

# Some useful resources

## Websites



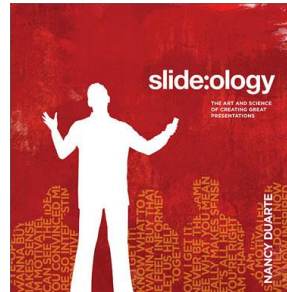
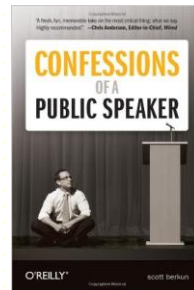
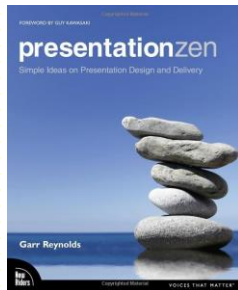
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## Books



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