Oral Presentation Skills

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Oral Presentation Skills

Outline

Planning
Preparation
Practice
Performance
Questions
Planning

- Who are you talking to?
- Why are you talking to them?
- How long have you got?
- What story are you going to tell?
Preparation

- Outline and sketch slides
- Prepare slides
- Proof read
- Prepare notes - brief keywords and phrases, except maybe first couple of paragraphs
Preparation - Outline

1 - 2 minutes per slide

Generic 15 min Conference Presentation

- Title Slide (1) Title, author, affiliation, acknowledgements
- Rationale (1-2) Why this is interesting
- Methods (1-2) What you did
- Results (2-4) What did you find and what does it mean
- Summary (1) One thing you want them to remember
Relevant images communicate, and maintain interest
Preparation - Slides

Use Images & Graphics

Minimise text & numbers
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts

Helvetica or Arial rather than serif fonts like Times

24 pt is minimum, 32 pt, or even 36 pt is better
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts
Mix upper and lower case

ALL CAPITALS IS HARDER TO READ, ALTHOUGH IT MIGHT BE OK FOR THE ODD TITLE
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts
Mix upper and lower case

Use colour to highlight text

Use high contrast colours for important lines, symbols or text, and lower contrast colours for less important lines, symbols or text. But use a small number of colours.
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts
Mixture upper and lower case
Use colour to highlight text
Keep figures simple
Show means, sd, effect size statistics, but not test statistics
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts
Mixture upper and lower case
Use colour to highlight text
Keep figures simple
Thick lines and large symbols
Participant 2

$\rho = 0.89$
Preparation - Slides

Use Images & Graphics
Minimise text & numbers
Light text on dark background
Avoid distracting backgrounds
Use large sans serif fonts
Mixture upper and lower case
Use colour to highlight text
Keep figures simple
Thick lines and large symbols

Progressive disclosure
Practice

Practice, practice, practice
Get feedback, and use it.
Be ruthless - delete unnecessary information
Performance

Don’t Apologise

Speak loudly & clearly
Use short simple sentences
Avoid jargon & abbrev.
Vary pitch, tone, volume, speed and pauses
Performance

Avoid distracting mannerisms
Relax, be enthusiastic
Make eye contact
Keep an eye on the time remaining
Performance

Explain figures, and point to important aspects

Give a clear and concise summary, then stop.

Don’t go overtime. **Ever.**
Questions

Anticipate likely questions and prepare extra slides with the answers

Maybe even plant a stooge
Questions

Paraphrase questions

1. so that other people hear the question
Questions

Paraphrase questions

1. so that other people hear the question
2. to check you understand the questions
Questions

Paraphrase questions

1. so that other people hear the question
2. to check you understand the questions
3. to stall while you think about an answer
Questions

If you don’t know the answer, say so.

Offer to find out.
Ask the audience.
Like most things, the best way to learn is to do.