

Presentation Tips



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- * introduction
- * timing
- * organisation of material
- * delivery
- * slide appearance
- * tools for preparing presentations
- * figures
- * credits
- * green practices

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- * Presentation skills improve with experience, but effort is equally important.
- * We will cover some good practices which can help in making an effective presentation.

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- * Do not linger over the outline slide for too long; do not elaborate on the different points at this stage.

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- * Make sure that the seminar room/hall has been booked for your talk.
- * Course/thesis presentations: Collect the required grade forms from EE office in advance and fill up your name, roll number, and other details.

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- * Itemise when possible; however, make sure that the items do have a common thread (that is why you are listing them together).

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- * Include a “conclusions” slide to highlight the main points of your talk (and “future work” if relevant).

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- * When there is a question from the audience, it is a good idea to repeat it (before you answer) for the benefit of those who were unable to hear the question.

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- * If the data points have “noise,” it may be a good idea to show them with symbols. If a specific trend is to be shown, you can use the smoothing option offered by plotting packages and show the resulting curve in addition to the symbols.

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- * If you want to resize a figure or a picture, scale it in the x and y directions by the same factor. Otherwise, letters get distorted, circles become ellipses, etc.

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- * You cannot take slides from another source and present them as your own. Obvious, but worth stressing.

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- * If your project involves code which you would like to show to the examiners, use the projector; do not print.