

Improving Your Presentation Skills

THE DELIVERY IS JUST AS IMPORTANT AS THE MESSAGE

A solid orange horizontal bar at the bottom of the slide.

Outline

1. The presenter (you!)
2. The Slides
3. Preparation
4. Presenting

The Presenter

- Your clothing
 - Where will you put the mic or body packs. Will your outfit have a place to put them?
 - Avoid jewelry
- Your posture and movement
 - Want focus on slides, not you
- Your voice
 - Volume, tone, inflection
 - If the pitch rises at the end it sounds like you're asking a question not stating a fact

The Slides

Your advisor should help with content and final editing

- Ask about template

Start with conclusion, ask the question, then answer it

Don't forget acknowledgments

Don't put anything on a slide you can't explain, especially a plot from an old paper

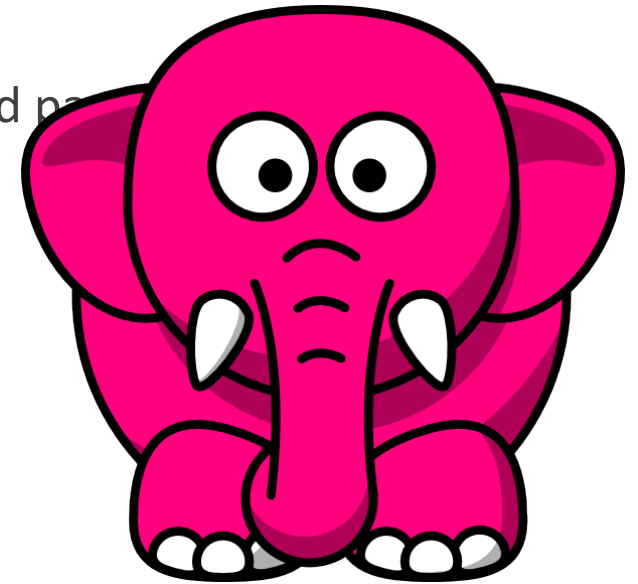
Make sure axis labels are visible from back of room

Avoid talking about one thing while showing another

Black backgrounds are discouraged, but "ok" for astronomers

[Avoid death](#)

If switching to browser, video, etc check what else is visible



Preparation

Practice!

- At least once (outloud and timed) the entire way through
- Don't overpractice

Bring with you to room

- PDF of talk on a flashdrive
- Laptop
- Dongle, charger
- Clicker

Arrive early

- Introduce yourself to session chair
- Pre-load talk if needed
- Sit at edge of row

Presenting

Talk slowly

- Have water nearby

Shaking hands?

- Circle don't point

Your appearance and posture set the tone

- Take up space, power pose
- Don't pace or sway

Gain the benefit of the doubt by portraying confidence

- Don't hedge (may not be interesting...)
- Don't qualify (kind of, sort of...)

Look at audience

- Find one friendly face, or two or different sides of room

Summary

Plan ahead

Project confidence

Have fun