

How to deliver a presentation in 15 minutes?

Some practical tips

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How to speak?

- You have an **ORAL** presentation
 - never read TEXT from the paper/slides
 - make presentation emotional, speak “with hands”
- Speak to people, not to the screen
 - keep an eye-contact, “flirt” with the auditorium
- Speak not too fast and loud enough
 - vary voice, change speed, pitch and volume
- Use pauses / repeat important information
 - this allows listeners better to understand / remember (more complicated ideas)

What & how to present?

- Consider the auditorium & it's capacity
- Be very clear about your key message(s)
 - Focus on one (or max two) main idea(s)
- Present results, but
 - Do not show off how smart you are...
- Do not show too many materials (slides)
 - It's not a movie
- Avoid complicated equations, figures, tables!

Powerpoint or not powerpoint?

- Arguably, ~90% of information is grasped by eyes
- Powerpoint is NOT MUST, but it helps
- 5-7 points per slide, no long text's, unless quoting
 - Each bullet point should consist of an intelligible phrase
- Speak 2-3 minutes per slide
 - This means 15 min = 5-8 slides, except photos
 - A good picture is worth a thousand words but
 - Avoid “fast moving pictures”
- Last slide should be rather a conclusion which can be used for further questions
 - not “Thank You!” (you can thank very well orally)

Control the situation!

- Be self confident but NOT arrogant
 - you are the expert on the topic!
- Control the “crowd”, don’t panic!
 - It is just a nice chat...
 - Smile! Be positive! 😊 But not too much!
 - Don’t show CLOSED
- Be ready to sudden interventions/questions
- If you’re a bit nervous look over people not to the screen

More technicalities

- Have a rest before presentation
- Stick to the time you have
 - Leave room for questions if not fixed
- Follow to listeners to be not boring
 - Make a joke at the start/end if appropriate
 - Surprise the auditorium in some other way
 - Make your presentation different
- Chose the best speaker(s) among the group members for harder elements
- Dress nicely

More technicalities 2

- Apply task sharing
- Practice! Eg.
 - Make a first „draft“ presentation to some of your group mates or other group fellows
 - Check whether you manage in time
 - Evaluate how attractive it is
- Let speaker(s) to sleep well
- Put the presentation file to the computer before and check whether the equipment works