

How to give good presentations
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What is a good presentation?

- You want the audience to remember what you say, not how you say it
- A good presentation should make the audience think and not confuse them
- A good presentation has content
- A good presentation has a structure
- A good presentation should be entertaining

Before the presentation

- Learn about your audience
- Learn about the specifics of your presentation
- Start on paper, not on Powerpoint!
- Build an outline
- Design your slides
- Rehearse

What is a good slide?

- A good slide supports and does not repeat what you say verbally
- 1 slide = 1 idea: do not confuse the listener
- Bullet points can be a bad idea...
- Too much text is useless
- Too much animation is painful to watch
- Check spelling...check math

What is a good slide?

- 1 slide # 1 minute; For a 30 minute talk, 30 slides are enough
- Organize your ideas: remember the lesson on how to write a paragraph
- Choose your font wisely: easy to read typeface
- Maintain consistency: color, font size, ...
- Visual aids are good. A simple diagram is often better than a complicated picture

The day of the presentation

- It is OK to be nervous
- Check the room ahead of time: projector, lighting,...
- Can you use your own computer? If no, put talk on a flash drive. Speak with technician.
- Will you be introduced? Find out.

During the presentation

- Do not read your slides!
- If needed, use notes
- Look at your audience.
- When you show something on a slide, guide the audience: use a pointer
- Look for clues from the audience: are they lost?
