

# Oral Presentations



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- Assess the audience
  - What does your audience need to know about the subject?
  - What background information must you include?
  - What terms do you have to define?
- What do you want your audience to learn?
  - Identify the main points/scientific questions you want to address.
  - Develop answers/explain the approach to solve these questions.
- Consider the time you have available for the presentation.

***Expertise of the audience:*** “When they are interested, teach them. When they don’t want to be there, involve them. When they are uninterested, entertain them.”

# Practice!

- Practice – stand up and say the words out loud
  - you develop a natural flow
  - you come up with better phrasings and ways to describe things
- Don't memorize the talk
- Timing: absolutely necessary!
  - going overtime is an offense to the audience and to speakers presenting after you

Tell 'em what your going to tell them. Tell them.  
Tell them what you told them.  
- Edward R. Murrow

# Slides and Design

- Limit your text per slide
  - Use 4-7 bullet points per page
  - Avoid writing out long and complete sentences on slides
- Size, font, color
  - Use large letters (> 18 point fonts)
  - Choose a font that is good to read – Arial, Calibri (sans serif)
  - Choose colors to maximize contrast
- Headings for slides: these can be questions or declarative statements that capture the main point of the slide.
- Avoid paragraphs of text: you don't want the audience to have to read too much.
- A picture is worth a thousand words
  - Insert pictures rather than cut and paste
  - Good figures and graphs: they explain themselves, are easy to read, contain only relevant information.

# General considerations

Hypothesis

Hypothesis

Font

**Hypothesis**

*Hypothesis*

The major conclusion...

Font size

The major conclusion...

Never yellow type

Color

Yes, you can have too much of  
good thing!



Background