

Oral Presentation

(for Progress Presentation)

EECE404 Senior Design II
Electrical Engineering and Compute Science

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3 dimensions of for good Oral Presentation

- **A. Content**
 - Good material
 - Correct delivery of key messages
 - Know you subjects
- **B. Visuals**
 - Heavily Graphic, Legible font size
 - “Everything on a slide must contributes to its purpose”
- **C. Delivery**
 - Effective Presentation
 - Clarity in voice
 - Body Language
 - Team Presentation Coordination

A. Presentation Content

- Progress Presentation
 - 5 slides
 - Title
 - Progress against plan
 - High & Low-Lights
 - Risk Management
 - Activities for next sprint

B. Presentation Visuals

- Slides for Presentation Assistance
 - One nice figure is better than a thousand words.
 - Visually-oriented
 - Make a slide design simple and crisp
 - Text:
 - Bullet Items (no complete sentences)
 - No uppercase all the time
 - Bigger font size

C. Presentation Delivery

- Remember “You are better presenter than you think”
- Present in a relaxed, yet professional way
- Convey precise technical information clear to audience
- Some practice time



Delivery Tips - Voice

- Avoid reading slides word for word
- Keep your head up and speak loudly
- Speak at relaxed pace
- Avoid repeat sayings: “**basically**”
- Use complete sentences when speaking and avoid pausing for too long

Delivery Tips – Posture and Body Language

- Maintain Eye Contact with audience
- Avoid twitching, swaying, or snapping fingers
- Avoid **your hands in pockets** or crossing arms
- Strong role of **body language**, tone, and other nonverbal cues
- Show enthusiasm – Body Language



Body Language -- Is this true interpretation?

BASS/SCHULER
entertainment

IT'S WHAT YOU **DON'T SAY** THAT COUNTS!



LEARN TO **READ AND INFLUENCE** PEOPLE THROUGH
NONVERBAL COMMUNICATION.

Delivery Tips – Answering questions

- Cannot be fully planned ahead of time
- Advice for handling questions effectively
 - Make sure you understand the question
 - Knowledgeable humility is the best ally
 - Avoid belittling question asker
 - Use questions as a means of clarification
 - Learn from the questions
 - If you don't know the answer, say so.
- Repeat the question, in a large room, so that everyone knows what it is



Delivery Tips - Team Presentation

- **Format**

- (1) Dialogue Style presentation
- (2) Tag team presentation
 - Anchormen and remote correspondents



- **Tips**

- Plan ahead and practice.
- Everyone should share the presentation
- Smooth Transition from a presenter to another
- Decide Position and Roles in advance

