
**COMP496/901:
Academic Presentation and Writing Skills
Session 1:
Presentation and Writing: Basics You Need to Know**

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Today's Agenda

- Class Scheduling, Deadlines and Assignments
- Giving Presentations
- What's Next

Schedule

Date	Topic	Class Deliverable	Related Deadline for Hons
Monday 4th August	Presentation and Writing 101: Basics You Need to Know		Project selection: Friday 8 th August
Monday 11th August	Videoing of presentations	Your five minute presentation	
Monday 18th August	Writing Skills #1: Microstructure and Macrostructure	One-page project description	
Monday 25th August	Viewing of recorded presentations	Three-page project description	Initial presentation: Thursday 28th August
Monday 1st September	Writing Skills #2: Common Problems		Proposal document: Tuesday 2nd September
Monday 8th September	Time Management		

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Tips for Presentations

- The Structure of Your Presentation
- The Visible Content of Your Presentation
- Using Tools
- Your Speaking
- Your Interaction with the Audience
- Your Physical Presence

The Structure of Your Presentation

- Always have a separate title slide
- Make the aims of your talk clear at the outset
- Always have a concluding slide
- Repeat slides rather than navigating backwards and forwards

The Visible Content of Your Presentation #1

- Make sure you know what you are talking about!
- Make a story out of what you have to tell
- Use graphics and illustrations
- Use statistics and numbers
- Make your slides attractive
- Don't clutter your slides with too much information
- Always number your slides

The Visible Content of Your Presentation #2

- Think about the role of each of your slides in the presentation
- Don't use colours which are hard to see
- Choose your slide titles with careful thought
- Explain terms that might be unfamiliar to the audience
- Use examples
- Make sure your grammar and spelling are correct
- Check the syntax and punctuation of bulleted lists of items
- back up your claims by referring to the literature

Using Tools

- Make sure you are familiar with all the basic machinery in the presentation tool you use
- Explore all the functionalities that your presentation tool provides
- Make sure you are aware of all the different ways of advancing slides

Your Speaking #1

- Rehearse, rehearse, rehearse
- Make sure that your talk will not run over the allotted time
- Don't just read off the slides
- Make clear the relationship between what you say and what is on the slide
- Speak clearly and not too fast

Your Speaking #2

- Avoid speaking in a monotone
- Make sure that you are speaking at an appropriate volume
- Recap at the end of each major segment of your talk
- Watch out for distracting verbal behaviours

Your Interaction with the Audience

- Don't start your talk by apologizing for feeling nervous
- Always look at the audience
- Try to avoid using notes
- Try to develop a relaxed style
- Engage the audience by asking them a relevant question at the beginning
- Only use humour if you are confident it will work

Your Physical Presence

- Watch out for physical behaviours that the audience may find distracting
- Use your hands to add expression to your talk
- Point to things on the screen

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What's Next

- Monday 11th August:
 - Everyone gives a five minute presentation on their project
- The Rules:
 - You must send me your slides as a PPT file (or, less preferably, as a PDF file) by 9am Monday 11th August
 - You must have rehearsed your presentation to make sure it fits in five minutes
 - You must be here at 6pm sharp so we can proceed without interruptions

Your Presentation

- Aim for 5 slides:
 - A title slide
 - A slide that states the problem you are intending to solve
 - A slide that gives an example to make the problem clear
 - A slide that summarises the way you will approach the outcome
 - A slide that indicates how you will evaluate the work or demonstrate that you have achieved the goal
- You may insert additional material on no more than 5 additional slides, for a max of 10

Don't Forget!

- Email rdale@ics.mq.edu.au NO LATER THAN 9AM MONDAY 11TH AUGUST your slides for your presentation