Tips for a good presentation

O. Benson

General:
- Rehearse the presentation several times as a trial. This reduces nervousness and uncertainty.
- Choose your introductory sentences. (Who are you? What do you want to say?)
- It is very helpful to record the presentation. You will then be able to improve your presentation style.

Sources of information:
- References and professional articles from the supervisor.
- Additional books and sources from the library.
- Internet.
- Direct contact with groups working in the field you are speaking about. You can look at the homepage of the groups for the latest publications and also ask via e-mail or phone.

CHECKLIST:

Content of your presentation:
- Have you thought about what you want to say? What is important, what is not?
- Does your presentation have a central topic?
- Is the presentation is well structured, with a good introduction and motivation and does the summary point to the essentials?
- Are the examples chosen well and representative?
- Do you use visualizations (pictures, photos, simulations, films, applets) sensibly?
- Are you prepared for questions and can you explain everything you have said?
- Do you overcharge/underchallenge your audience? What previous knowledge can you presuppose?

Lecture style:
- Can you perform freely (without a notepad!)?
- Do you speak clearly and loudly?
- Do you perform vividly enough? Do you use gestures?
- Is your argument understandable? How does the audience react?
- Name and explain everything that is written on the slides (axes labels, formulas, abbreviations, etc.)?
- Whenever possible, turn to the auditorium (eye contact)?
- Is your timing in order, so that you can speak calmly within the given time?
- Do you use (laser) pointers appropriately or too rarely/frequently?

Slides and projector:
- Did you view all slides with the projector? If possible, use the projector in the room where you are going to perform.
- Is the font, especially the lettering on graphs and drawings, large enough?
- Is the font suitable? (Serif font is often problematic with low beamer resolution!)
- Did you give the slides a clean structure?
- Is the color design correct (no yellow on white or red on blue, check color display on the projector!)?
- Did you check the spelling?
- Is there too much information on one slide?