

How to give a good talk

1. Be neat
2. Covet brevity
3. Write large
4. Illustrate
5. Use color
6. Practice
7. Make eye contact

Using PowerPoint to deliver your presentation

- PowerPoint does not automatically mean a good presentation
 - Create clear plan for your presentation
- Think “how can I use PowerPoint most effectively in this part of the presentation?”

Here are seven points for your good talk.

1. Check spelling, grammar and legibility.
2. Always use key words, not complete sentences. Do not use whole paragraphs and read every word.
3. Use a large font. Not all people sit in front.
4. Use illustration effectively. A picture is worth one thousand words.
5. Emphasize some words over others by colors. Fragment (but not too much) use of color indicates careful research.
6. Practice could just take several hours out of your two years of research. Argue with any suggestions you get and make sure your talk is shorter than the time you have to present it,
7. You should keep eye contact to show respect. Blocking screen is also a bad idea.

While the use of PowerPoint in scientific presentation is endemic, the use of PowerPoint does not automatically mean that a presentation will be a good presentation. For example, recycling a presentation given to your lab will probably lead to the use of terms and references that other Computer Scientists will not be familiar with.

Effective use of PowerPoint is closely linked to creating a clear plan for your presentation. If you plan your presentation completely, and then create your slides with a few figures, your presentation will probably go well and be received positively.

Therefore, when you are planning your presentation, ask yourself at each step of the way “How can I use PowerPoint most effectively in this part of the presentation?” PowerPoint is a presentation tool that should support and enhance your presentation.

By preparing this information you will be able to quickly transform your presentation from a sketch into a polished PowerPoint presentation.