A Short Guide to Slide Presentations

Μηκέτι σου μηδεὶς ἀκούσῃ καταμεμφομένου . . .

Marcus Aurelius
Meditations 8.9

Contents and Aims

- Keep it **brief**.
- Keep it **focussed**.
- Keep it **clear**.
- Keep it **structured**.

Keeping it Brief

- If something **does not** have to be *explained*, **don't** explain it.
- If something has **not** been *used*, **don't talk** about it.
- If something has **not happened**, **don't say it has**.

Keeping it Focussed

- Discuss **only issues** regarding your **presentation topic**.
- That is: the aim, initial design thoughts, implementation, evaluation.
- Not: "*what I did on my holidays*"; "*why I am here*", "*my supervisor doesn't understand me*".

Keeping it Clear

- Avoid **cluttering slides** with as many *different font styles* and *colours* as you can find.

- Try to keep to **4 or 5 bullet points** per slide.

- Use a **readable font** (Calibri is good).

- Use simple language. For example, do not say

  "*in-depth consideration of the most efficacious solution very transparently posited the utilisation of an expeditious aleatory state-of-the art method*".

- Say: "*I have decided to use a fast randomised algorithm*"

Keeping it Structured

- **Beginning**: Project title, supervisor, who you are, aims.
- **Middle**: Progress so far, design approach, evaluation.
- **End**: Next steps, timeline (e.g., GANNT chart, etc.)

Presentation Hints (recording)

- Speak **slowly** and **clearly**: your recording, your pace.
- Do **not** try to be **fluent** and **precise**: it is not worth re-recording even a single slide because of a hesitation.
- Do **not** worry about "*err…*" and "*umm…*" and **verbal tics** such as repeating "*basically*" or "*okay*" or "*all right, next*"
- Do **NOT** worry about having a "*strong accent*" (I haven't been bothered by mine in 40 years and have no intention of changing now).
- Listen to a few pre-recorded (module) lectures to hear just how many of these occur.