

ENGINEERING PRESENTATIONS (HOW NOT TO)

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Overview

Introduction

Discussion: how to give a poor
presentation

conclusion

{note: alignment is not clear (are there 3 or
4 items?), capitalization is inconsistent}

- This is an example of a poorly structured overhead. It does not have a title. Overheads should be easy to read (by the audience). It should not contain too many words because this will tempt the speaker to read it to the audience, or the audience will be too busy reading it to listen to you.
- If you have lots of words, you have to use small fonts, which are difficult to see.
- overheads should be in outline form. They should generally not have complete sentences. Putting little “bullets” on the side does not make it an outline.
- be Consistent as to how you apply Capitalization.
- using few words to summarize your main points makes it easy for the audience to remember your main points.
- **USE A SPELL CHECKER!** (but even then, check your spelling!)

conclusion

- Introduction
- Discussed how not to give a presentation
- conclusion

{note: the conclusion should state the main points - if you had only one overhead, what would it say? Make the conclusion say that.}