

ENGINEERING PRESENTATIONS (HOW NOT TO)

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- *{should have slide stating the objective (purpose) of the presentation such as: to discuss the design of...}*

Overview

Introduction

Discussion

conclusion

{note: capitalization is inconsistent, and this slide says nothing. What are you going to introduce and discuss?}

- 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!)

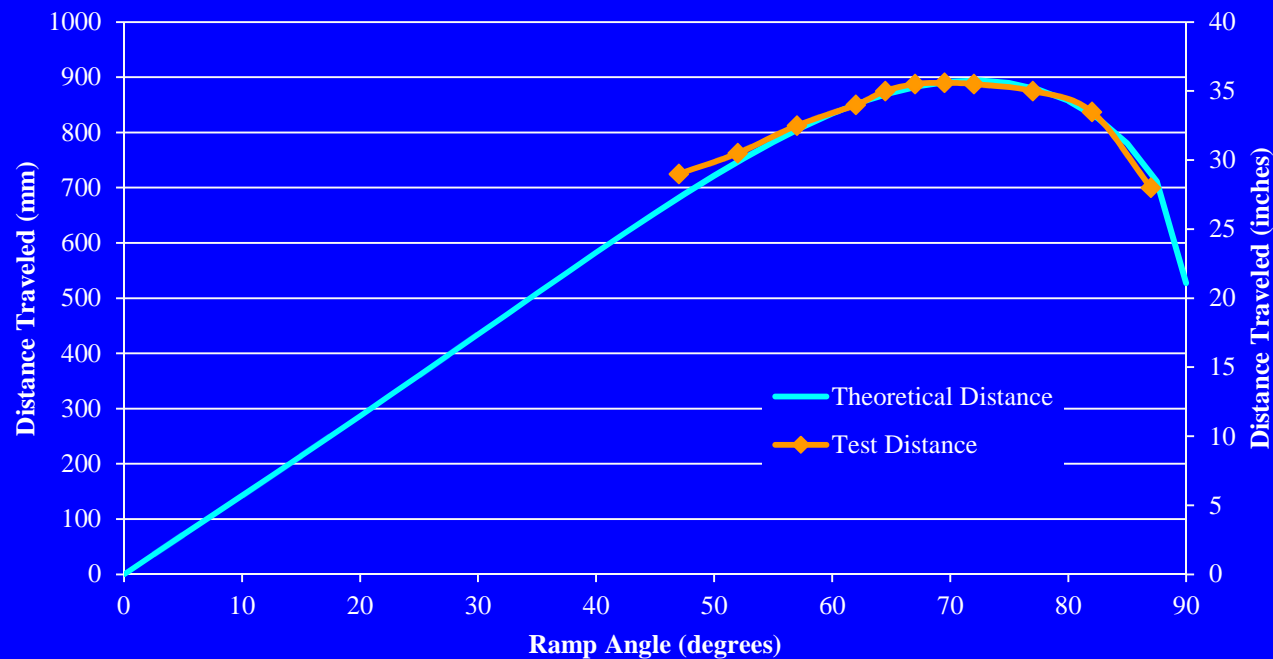
Conversely:

- Too few
- Is this okay?
- How many?

*{While excessive verbiage is not ideal, neither is too little.
Each statement, while may not be a complete sentence,
should be sufficiently descriptive to communicate your
thoughts}*

Font Size?

Ramp Project Results



The font size on graphs might look okay on the computer screen, but not to the person in the back row.

Make sure font is sufficiently large to be seen by everyone

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. It is NOT a restatement of everything already discussed, as this slide is}

- *{ should have a bibliography slide to cite the sources used}*
- *Acknowledge others who have helped*