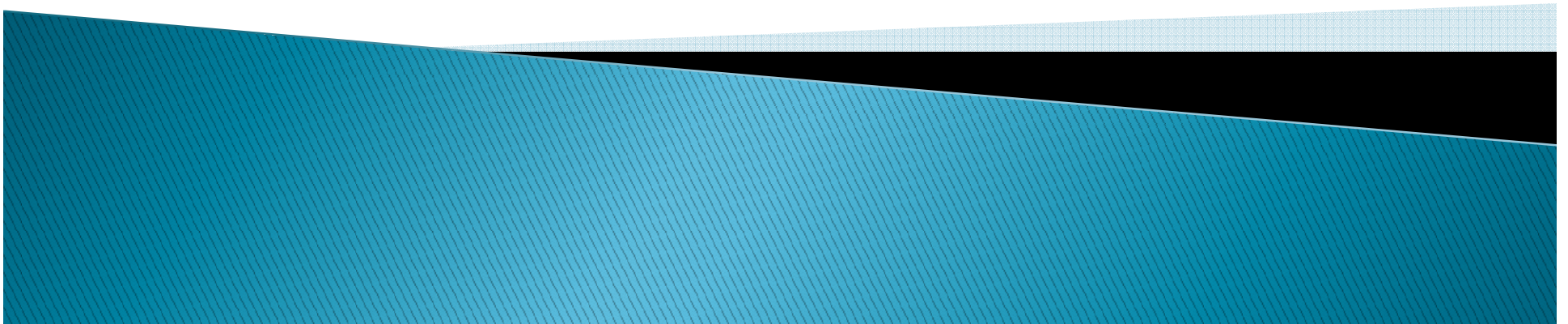


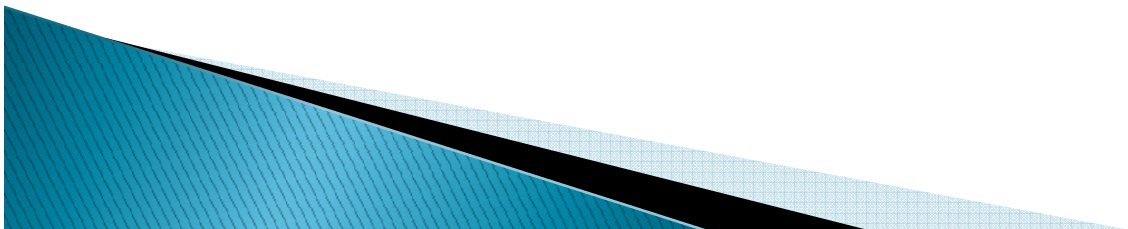
ENGINEERING PRESENTATIONS

Ken Lulay



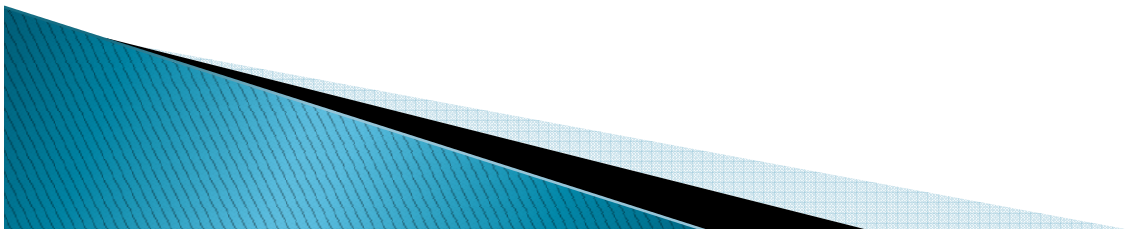
OVERVIEW

- ▶ Background on verbal presentations
- ▶ Organization (content of presentations)
- ▶ Visual aids (technical suggestions)
- ▶ Delivery suggestions
- ▶ Conclusions



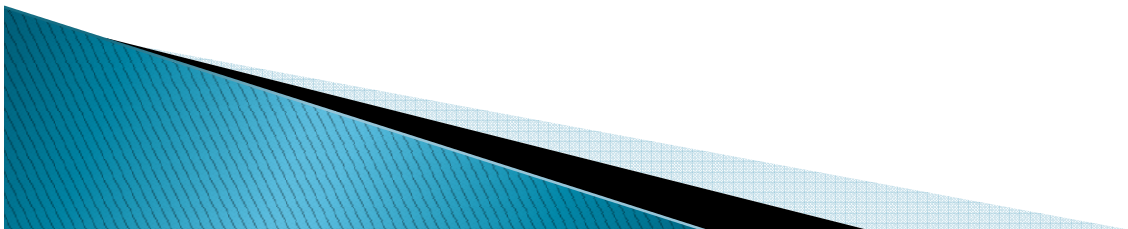
PRESENTATIONS – BACKGROUND

- ▶ Non-communicated ideas are fruitless
- ▶ Purpose of presentations:
 - inform your audience
 - sell your project, yourself
- ▶ Types of engineering presentations:
 - technical seminars
 - management
 - clients/sales



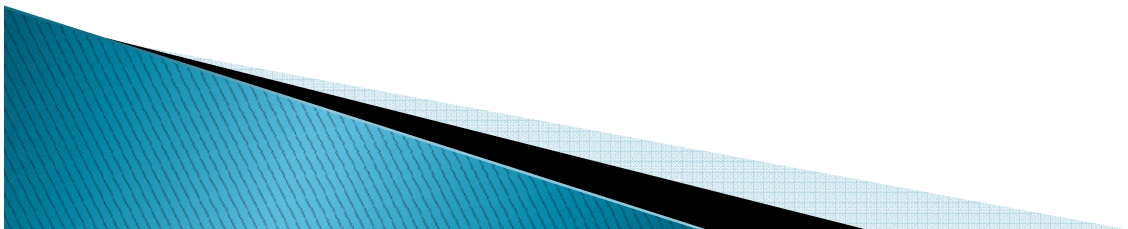
ORGANIZATION (CONTENT)

- ▶ Similar to written documents
- ▶ Introduction/Overview (very general)
 - provides overview (what will you discuss)
 - what is the purpose of your presentation
- ▶ Background (general)
 - sets the stage, educates
- ▶ Main Discussion (specific)
- ▶ Conclusion/Review (very specific)



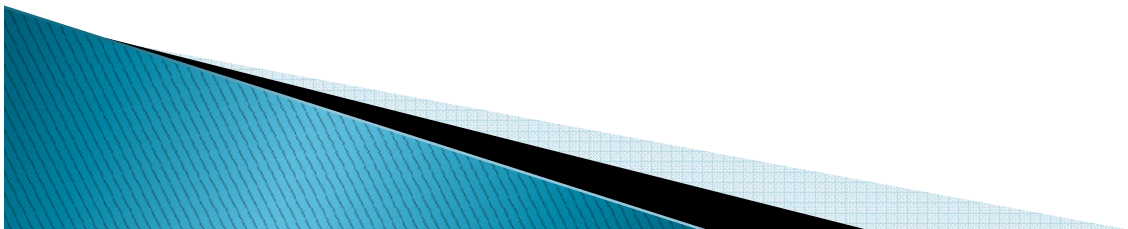
VISUAL AIDS (MS PowerPoint)

- ▶ MS PowerPoint, (projection or overhead)
- ▶ Include few words, 4–5 main ideas per slide
- ▶ Use overheads/slides as queue cards
- ▶ Be consistent with capitalization, etc.
- ▶ All visual aids should support the talk
- ▶ One minute per overhead (rule of thumb)



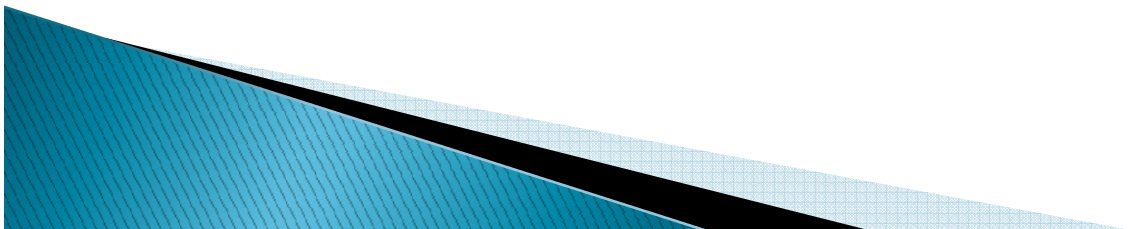
DATA PRESENTATION

- ▶ Be concise
- ▶ Use graphs rather than tables (generally)
- ▶ Avoid unnecessary detail
- ▶ Avoid equations



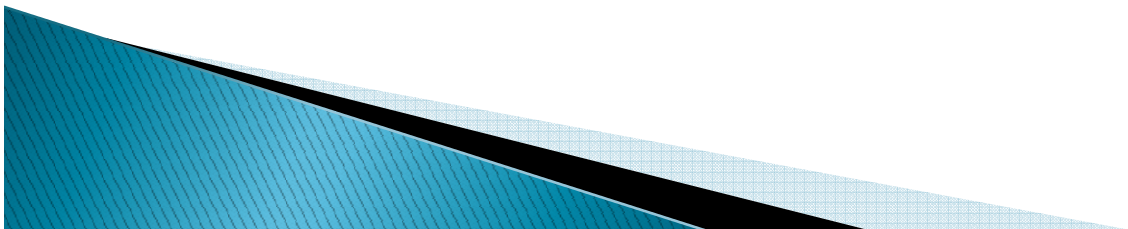
DELIVERY

- ▶ Do not be distracting
- ▶ Speak clearly and sufficiently loud
- ▶ Use good eye contact (look around)
- ▶ Keep within time restrictions
- ▶ Practice with a friend, four times!



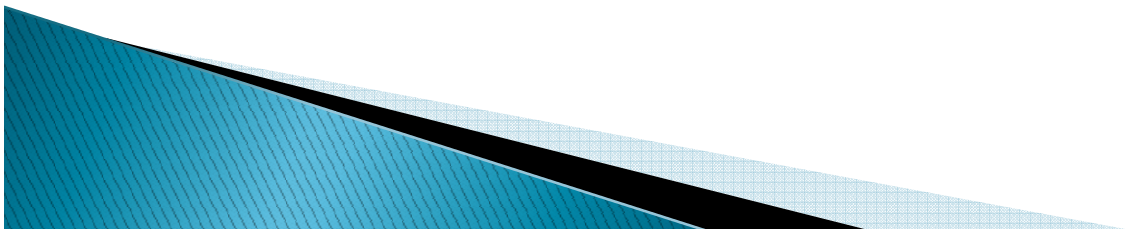
MISCELLANEOUS

- ▶ MS PowerPoint
- ▶ Font size
 - depends upon room size and projection
 - this is 28 point, **32 point, 36 point**
 - no less than about 22 point –
 - Be sure text on graphs (axes, etc.) is readable
- ▶ Expect the unexpected (loss of power, etc.)
 - bring overheads of critical information!
 - ALWAYS bring a hardcopy!



CONCLUSION

- ▶ Engineers should be competent speakers
- ▶ Be ORGANIZED
 - overview, background, discussion, conclusion
- ▶ Be CONCISE
- ▶ Be PREPARED



Questions?

