

ENGINEERING PRESENTATIONS

Ken Lulay

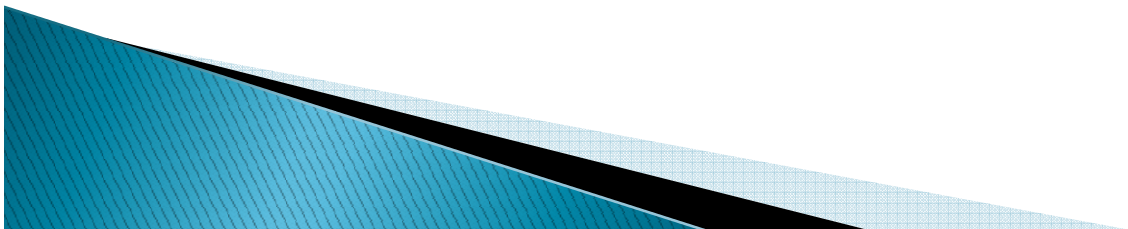
*{The title should be concise and descriptive –
may want to include additional information such as date }*



PURPOSE

- ▶ Why should students learn to give presentations?
- ▶ What makes a good presentation?

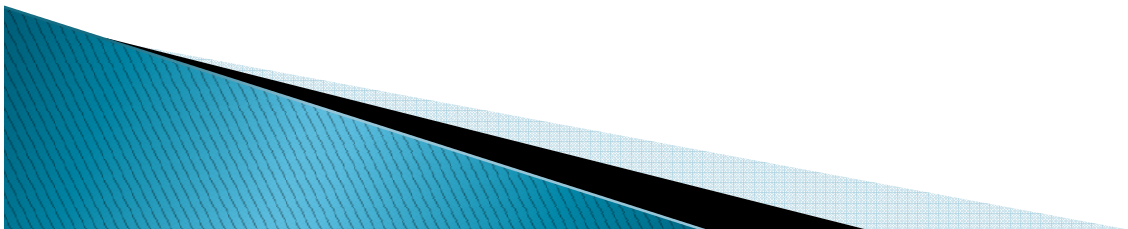
{The purpose of the presentation and the work you conducted should be made clear to the audience – this may be accomplished in the overview or just before or just after the overview}



OVERVIEW

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

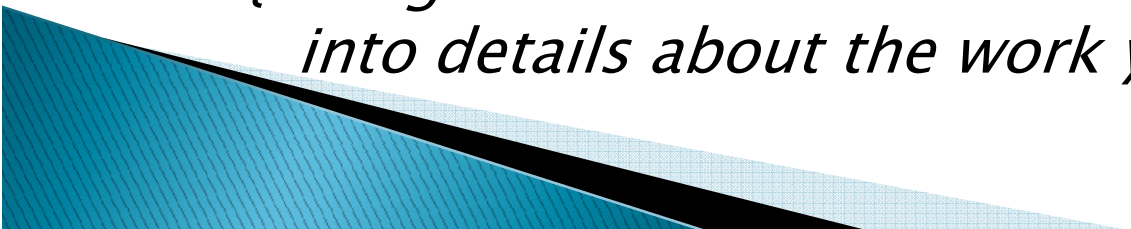
{concisely describes what will be discussed – should be more descriptive than simply “background, discussion, conclusion...”}



PRESENTATIONS – BACKGROUND

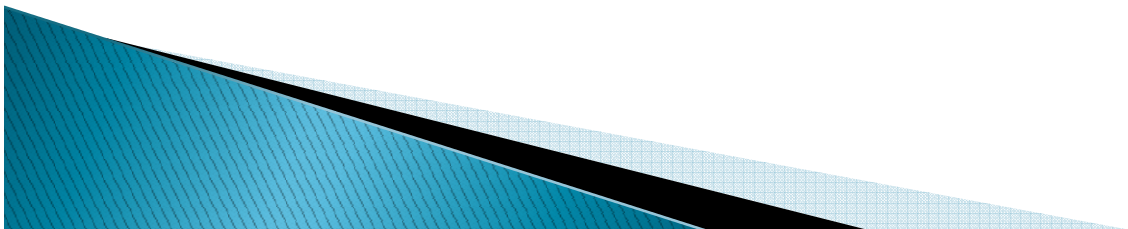
- ▶ Non-communicated ideas are fruitless
- ▶ Purpose of presentations:
 - inform your audience
 - sell your project, yourself
- ▶ Types of engineering presentations:
 - technical seminars
 - management
 - clients/sales

{Background: educate the audience before you get into details about the work you did}

A decorative graphic element in the bottom left corner consisting of a blue triangle with a black diagonal line and a light blue gradient area.

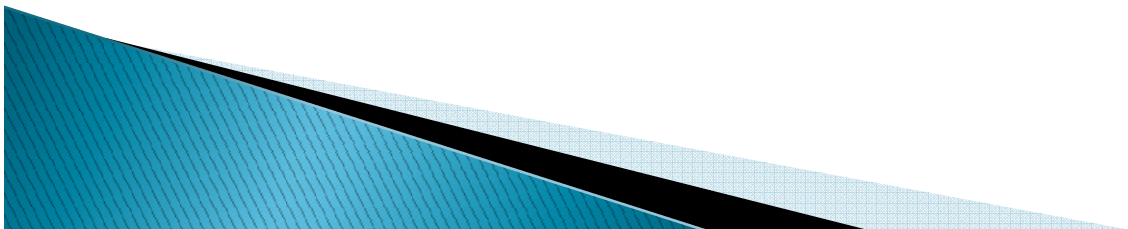
ORGANIZATION (CONTENT)

- ▶ 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)



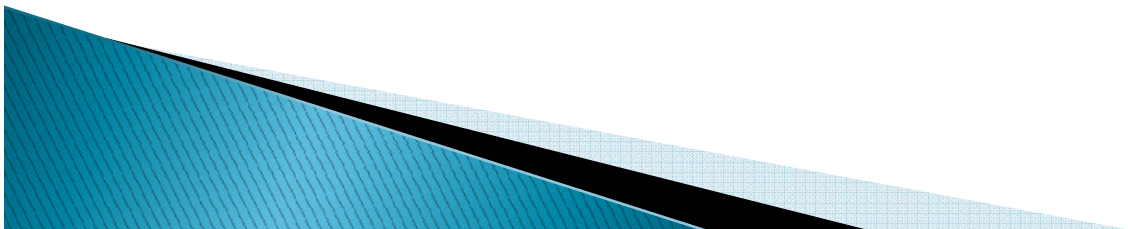
VISUAL AIDS (MS PowerPoint)

- ▶ MS PowerPoint, (projection or overhead)
- ▶ Include few words, 4–5 main ideas per slide
 - But be sure the few words describe/explain what you are discussing
- ▶ 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)



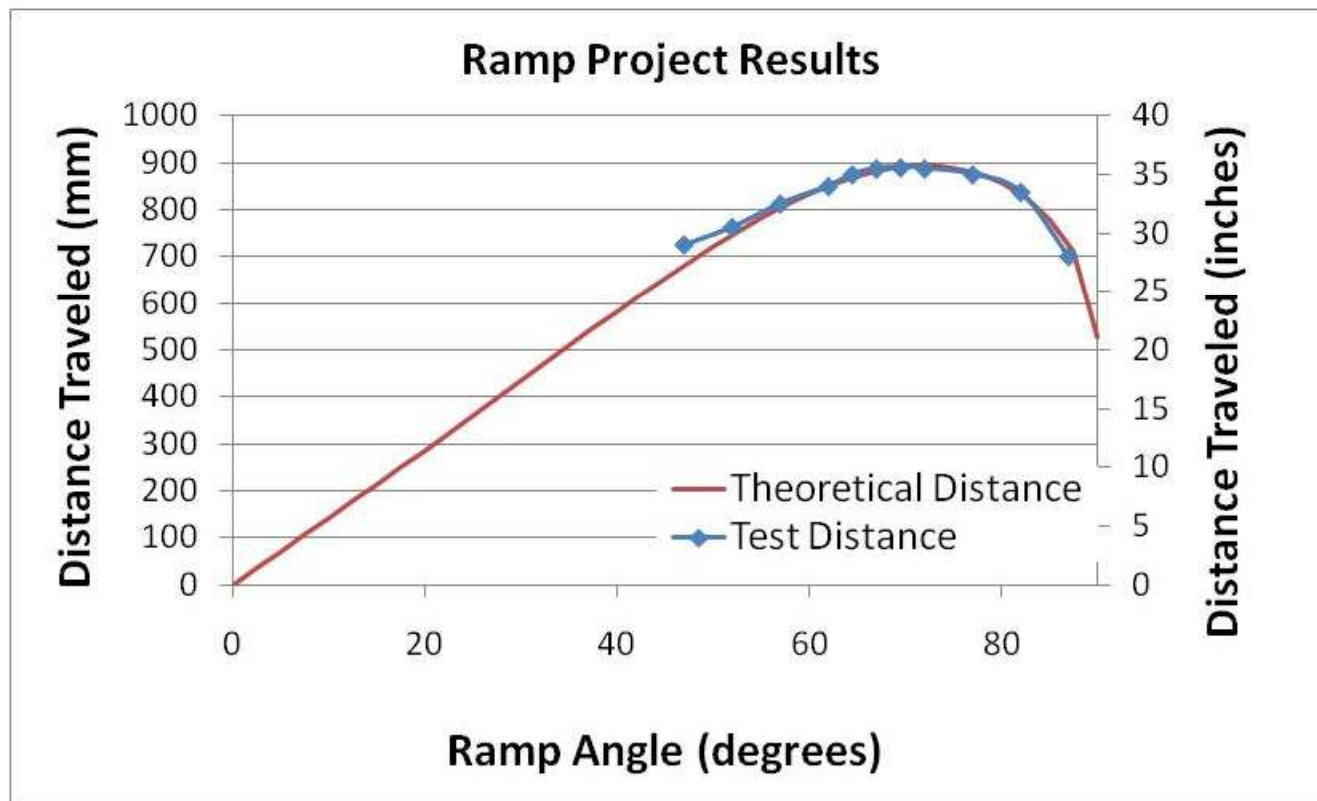
DATA PRESENTATION

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



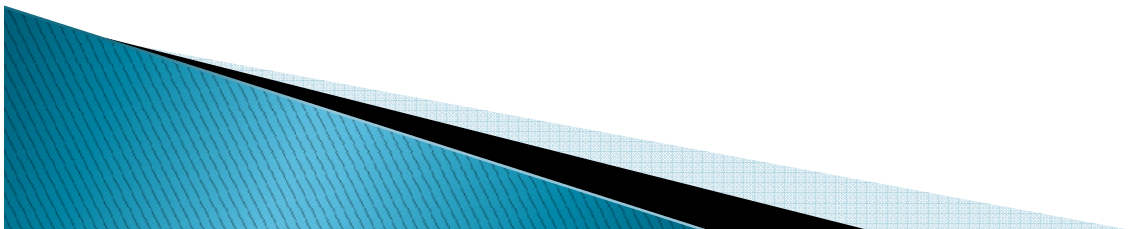
Font Size?

- ▶ *{Make sure font size on graphs (axes, etc.) and tables are sufficiently large to be seen by those sitting in the back.}*



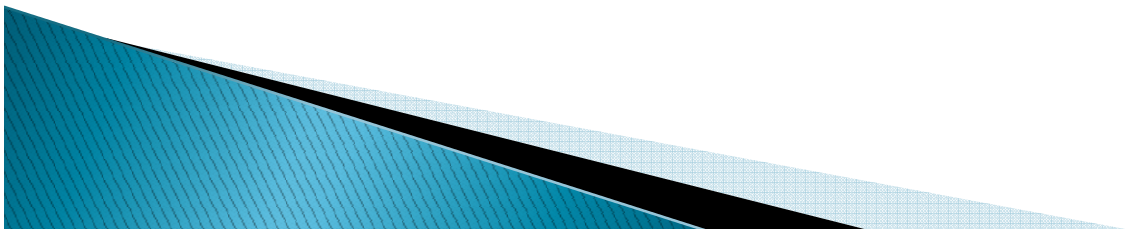
DELIVERY

- ▶ 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

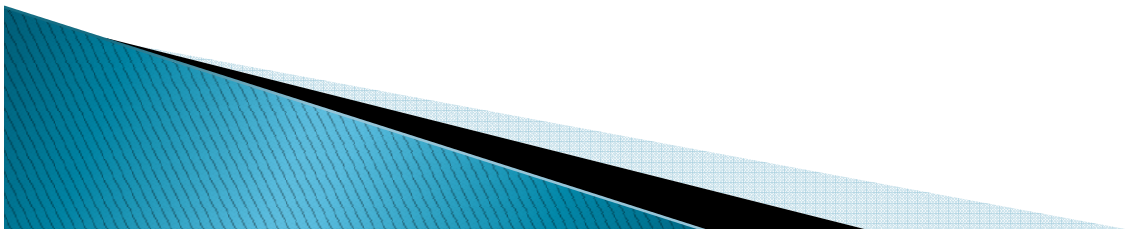
- ▶ MS PowerPoint
- ▶ Font size
 - depends upon room size and projection
 - this is 28 point, **32 point, 36 point**
 - no less than about 22 point –
 - Be sure text on graphs (axes, etc.) is readable
- ▶ Expect the unexpected (loss of power, etc.)
 - bring overheads of critical information!
 - ALWAYS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



CONCLUSION

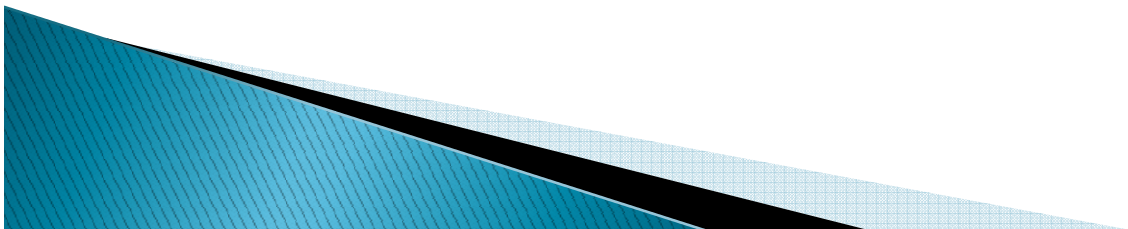
- ▶ Engineers should be competent speakers
- ▶ Be ORGANIZED
 - overview, background, discussion, conclusion
- ▶ Be CONCISE
- ▶ Be PREPARED
 - always bring a hardcopy!

{conclusion: do NOT simply restate the “overview” page – rather, what specifically do you conclude about the work you just discussed}



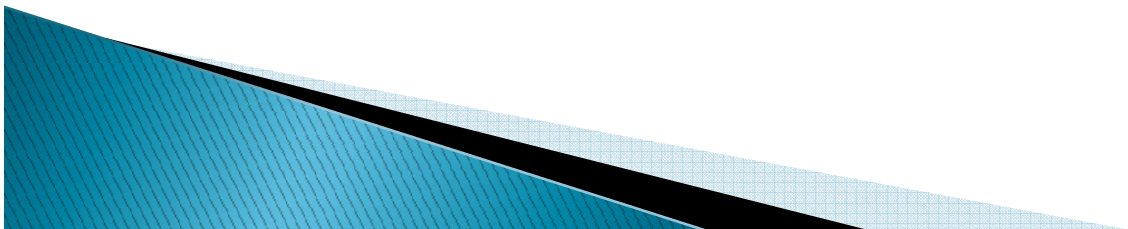
Recommendations

- ▶ Recommendations may include:
 - How should replication be different?
 - What further work should be performed?



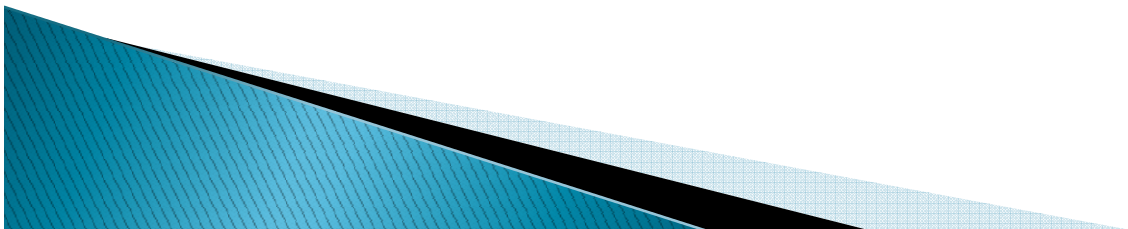
Acknowledgements

{at times, it is appropriate to thank individuals or organizations for support/help provided}



Bibliography

- ▶ Most presentations will use information from other sources (textbooks, handbooks, web, etc.)
- ▶ You must include a bibliography page listing sources utilized.



Questions?

