Oral and Written presentation techniques

- Oral Presentation Techniques
  - Preparation
  - Tricks
  - Delivery
  - Easy rules
- Writing Techniques
  - Organization
  - Grammar

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Oral Presentation



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Preparation - What to think about

- The objective of the talk
- The main points
- Do NOT read from a script (but cue-cards are OK)
- You should know what you are talking about.
- Respect your audience - think about what they know.

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- You have only 1 minute to catch the audience attention

- Order (remember this is not a detective story)
  - Tell the audience what you are going to tell them (20%)
  - Tell them (70%)
  - Tell them what you told them (10%)
- About 1-2 minutes per slide
- Leave time for discussion
- Do not make overcomplicated overheads.

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More tricks

- Avoid jargon
- If possible start with the main results
- One central message, i.e. limit sidetracks
- Logical sequence:
  - Provide foundation
  - Explain value of the information
  - Reveal your information
  - Lead your audience - perhaps ask questions
  - Distinguish speculation from evidence
  - Credit/Acknowledge sources

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The ending

- Summary/Conclusions
- Try to leave a lasting impression
- Concise and definitive
- Stop – be silent for a while
- Thank audience for opportunity to speak
- Ask for questions
  - Repeat questions
  - If you do not know do not bluff

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Delivery

- Relax
- Stretch before talk to relax
- Speak clearly and loud enough
- Be enthusiastic and dramatic
- Prepare opening statement
- Prepare opening statement for every slide
- Pause at key points

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Delivery

- Face the audience
- Good posture
- Do not block the view
- Do not move too much
- Observe the audience
- Repeat important points (The ear only retains 10-25% of the impression)
- Never read your slides

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Visual aids (Nowadays Power Point is the standard tool)

- Slides should contain the minimum information necessary
- As a rule of thumb less than 10 words per slide.
- Use a large enough font
- Do not use too detailed pictures (Multiple sequence alignments)
- Use colors but not Orange and Yellow
- Illustrations
  - Large, labeled and necessary
  - The chalkboard is an efficient tool
  - Spellcheck
- Do not use to fancy powerpoint features

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The five steps for an efficient presentation

1. Bridge - “I will not waste your time”
2. Purpose - “I am well organized”
3. Pre-assessment - “I know who you are”
4. Presentation - “I know my subject” and “Here is my most important point”
5. Closing - “I am finished”

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and the 10 commandments for a bad talk

1. Thou shalt not be neat
2. Thou shalt not waste space
3. Thou shalt not covet brevity
4. Thou shalt cover thy naked slides
5. Thou shalt not write large
6. Thou shalt not use color
7. Thou shalt not illustrate
8. Thou shalt not make eye contact
9. Thou shalt not skip slides in a long talk
10. Thou shalt not practice

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Oral Presentation



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Writing a scientific paper

- Organization
  - Title
  - Abstract
  - Introduction
  - Methods and Materials
  - Results
  - Discussion
  - Conclusions
  - References

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Title and abstracts

- This can be written at the end
- Title should contain the necessary information
- Abstract should both give background and results in one paragraph

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Introduction

- Give background
- Highlight the necessary information for your main results

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Material and Methods

- Give enough technical information so the results can be repeated
- Long information can be put in appendices/on the web

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Results and Discussion

- Either two or one combined section
- In results - try to avoid discussion
- The advantage of two section are if you want to describe the results in two directions.
- Start with the figures/tables
- Figures
  - Not too complicated
  - Color often costs extra and is hard to copy
- Tables
  - Often best for a lot of data
  - Highlight results

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Conclusions

- Highlight the most important results

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References

- Should be according to the style of the journal
- Use Endnote or Reference Manager

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Tenses in scientific writing

- Use present tense to state previously published information that is accepted fact.
- Use past tense to report your methods and results
- Use past tense to attribute to actions and findings
- Use past tense to indicate action that happened before other past action
- Use present perfect to indicate an action recently completed or continuing to the present.
- Use present tense to refer to other parts of your document

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Some grammatic points

- Avoid needless phrases (such as “for your information”)
- Use shorter tools to say the same things (“for the purpose of” can be “to”)
- Avoid complicated sentences (unless you are native English speaker)
- Use grammar checker (but allow passive form)
- Use commas to separate clauses and series of words
- Use comma to set off introductory words
- Use commas between adjectives

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more grammatic points

- Hyphenate unit modifiers
- do NOT hyphenate adverbs, prefixes, foreign phrases
- Capitalize in titles and headings
- do NOT capitalize reference and equation
- Use space around numbers.

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Bumblerules of Grammar

- A writer must not shift your point of view.
- Proofread carefully to see if you any words out.
- Reserve the apostrophe for it’s proper use and omit it when its not needed.
- Don’t use contractions in formal writing.
- Use the semicolon properly, always use it where it is appropriate; and never where it is not.
- If you reread your work, you will find on rereading that a great deal of repetition can be avoided by rereading and editing.
- Avoid colloquial stuff.
- If I’ve told you once, I’ve told you a thousand times, resist hyperbole.
- Spelcheck after each itiration. Proofread four homonyms.

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Conclusion for oral and written presentation

- Think about the main point
- Thing about your audience
- Prepare your presentation in time.
- Relax



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