
Presentation skills

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SUBJECT: HOW NOT TO GIVE TALKS

Will Hopkins PhD

SLIDES AND OVERHEADS

1. Many slides
2. 1 slide every 10 seconds
3. If you don't have enough, borrow the rest from the previous speaker, or cycle back and forth between slides and overheads

SLIDES AND OVERHEADS

2. Put as much information on each slide and overhead as possible. Graphs with a dozen or so crossing lines, tables with at least 100 entries, and maps with 20 or 30 units are especially effective; but equations, particularly if they contain at least 15 terms and 20 variables, are almost as good. A high density of detailed and marginally relevant data usually preempts penetrating questions from the audience.

SLIDES AND OVERHEADS

3. Use small print. Anyone who has not had the foresight to either sit in the front row or bring a set of binoculars is probably not smart enough to understand your talk anyway.

SLIDES AND OVERHEADS

4. Use figures and tables directly from publications. They will help you accomplish goals 2 and 3 above and minimize the amount of preparation for the talk. If you haven't published the work, use illustrations from an old publication. Only a few people in the audience will notice anyway.

PRESENTATION

1. Don't organize your talk in advance.
2. It is usually best not even to think about it until your name has been announced by the session chair.

Actually, if you want to give a **truly memorable** presentation, WRITE OUT THE ENTIRE TALK word for word -- and read from the script in as close to a monotone voice as you manage. This method is especially effective right after lunch.]

PRESENTATION

3. Discuss each slide and overhead in complete detail, especially those parts irrelevant to the main points of your talk.

If you suspect that there is anyone in the audience who is not asleep, return to a previous slide and discuss it again.

PRESENTATION

4. Face the projection screen, mumble, and talk as fast as possible, especially while making important points.

An alternate strategy is to speak very slowly, leave every other sentence uncompleted, and punctuate each thought with "ahhh," "uhhh," or something equally informative.

PRESENTATION

5. Wave the light pointer around the room, or at least move the beam rapidly about the slide image in small circles.

If this is done properly, it will make 50% of the people in the front three rows (and those with binoculars) sick.

PRESENTATION

6. Use up all of your allotted time and at least half, if not all, of the next speaker's. This avoids foolish and annoying questions and forces the chairman to cut short the following speaker's time.

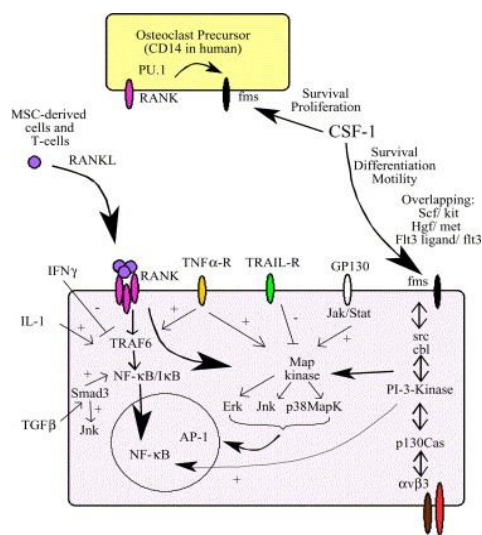
Remember, the rest of the speakers don't have anything important to say anyway. If they had, they would have been assigned times earlier than yours.

POWERPOINT

What we put in a presentation

- Pictures Pictures Pictures Pictures Pictures
 Pictures Pictures Pictures Pictures Pictures
 Pictures Pictures Pictures Pictures Pictures
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 Pictures Pictures Pictures Pictures Pictures

- Words





Design – Colors

- Background
 - White
- Text
 - Black
 - Blue
 - Red

Slide Layouts

- Use them
- Select the appropriate one
- And do not modify them
 - Convenient in animations

Slides

- Title: include collaborators and funders.
- Next slides: e.g. background, research question, methods, results, summary.
- Don't waste a slide on the above list.
- A relevant joke slide is OK.
- How many slides? Count on about 1-2 minutes per slide.
- Use duplicate slides rather than back track to a previous slide.

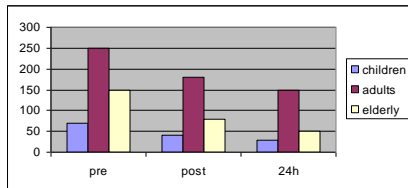
The Slides - Tables and Figures

- Never copy them 1:1 from a paper. Enlarge or redraw.
- Include a title.
- Use a bare minimum of digits.
- Include SDs, not SEMs.
- Use * and ** rather than *P* values.
- Avoid test statistics (*t*, *F*, χ^2).

Eccentric Torque Quadriceps (example)

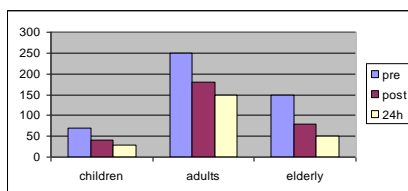
	Pre	Post	24h
Children	70 ± 5	40 ± 8	30 ± 3
Adults	250 ± 10	180 ± 14	150 ± 4
elderly	150 ± 10	80 ± 7	50 ± 8

Eccentric Torque Quadriceps (example)



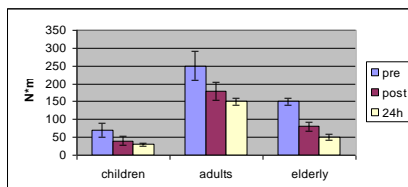
	Pre	Post	24h
Children	70 ± 5	40 ± 8	30 ± 3
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Eccentric Torque Quadriceps (example) 2



	Pre	Post	24h
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Eccentric Torque Quadriceps (example) 3



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The Slides - Graphs

- Use graphs in preference to tables.
- Use the right kind of graph for the data.
- Label individual lines or bars rather than use a key.
- Use a bare minimum of ticks and numbers on axes.
- Use LARGE symbols on plotted points.

Αποτελέσματα Φάσης Ώθησης

- Οι προέφηβοι σε σχέση με τους ενήλικες είχαν μεγαλύτερους χρόνους στήριξης, μικρότερες μέγιστες γωνιακές ταχύτητες στις δύο αρθρώσεις και μικρότερες κάθετες ταχύτητες απογείωσης
- Οι λόγοι για τα παραπάνω ήταν η μικρότερη ενεργοποίηση αγωνιστών μυών, η μεγαλύτερη ενεργοποίησης ανταγωνιστών μυών και πιθανά λόγω μικρότερης κατανομής γρήγορων μυικών ινών και μειωμένης ικανότητας μεταφοράς ενέργειας από διαρθρικούς σε μονοαρθρικούς μύς
- (Prilutsky & Zatsiorsky, 1994; Davies, White & Young, 1983; Bosco et al 1982; Mero et al, 1981; Komi & Bosco 1978)

Αποτελέσματα Φάσης Ώθησης

- Οι προέφηβοι είχαν
 - Μεγαλύτερους χρόνους στήριξης
 - Μικρότερες μέγιστες γωνιακές ταχύτητες στις δύο αρθρώσεις
 - Μικρότερες κάθετες ταχύτητες απογείωσης
- Λόγω
 - Μικρότερης ενεργοποίησης αγωνιστών μυών
 - Μεγαλύτερης ενεργοποίησης ανταγωνιστών μυών
- Και πιθανά λόγω..
 - Μικρότερης κατανομής γρήγορων μυικών ινών
 - Μειωμένης ικανότητας μεταφοράς ενέργειας από διαρθρικούς σε μονοαρθρικούς μύς

(Prilutsky & Zatsiorsky, 1994; Davies, White & Young, 1983; Bosco et al 1982; Mero et al, 1981; Komi & Bosco 1978)

Your talk

- Paint a big picture first, then zoom in on your little pixel.
- Impress by *informing*, not *performing*.
- You know more about the topic than most of the audience. Get down to their level.
- Avoid jargon, be colloquial, but be precise.
- A short relevant joke is great. Anything else is tedious.
- Never apologize.

Your talk

- Relax... Who will care in 100 years time?
- Don't read out the title if the chair has.
- Avoid trivial opening remarks.
Get on with it.
- Don't read the talk verbatim!

Usually Better	Usually worse
talk	Read
stand	Sit
move	Stand still
Vary the pitch of your voice	Speak in monotone
Speak loudly, facing the audience	Mumble, facing downwards
Make eye contact	Stare at your laptop
Focus on main points	Get lost in detail
Use outlines, images, and charts	Have no visual aid
Finish with your time limit	Run overtime
Rehearse	Don't practice because you'r too busy working on the slides
Summarize your main points at the beginning and end	Start without an overview; trail off without a conclusion
Emulate excellent speakers	Emulate your advisor, even if he/she gives lousy talks

Practice everything. Test everything. Keep control of the situation.

Plan for disaster.

But above all, be yourself

Your audience is there to hear you

TEDx Talks

- <https://www.youtube.com/watch?v=yoD8RMq2OkU>
- <https://www.youtube.com/watch?v=iKHTawgyKWQ>