

How to Give a Technical Presentation

Dr. Akm Rahman

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Outlines

- Introduction
- The Content
- The Slides
- Practice Talks
- The Presentation
- Answering Questions

Introduction

- Limit your subject
- Know your time limits
- Plan your time per slides
- Develop an outline
- Practice the presentation

Example Outline

- Motivation
- Opportunity Identification
- Product Planning Process
- Need Identification Process
- Product Specifications
 - Establishing Target Specification
 - Needs-Metrics Matrix
 - Benchmarking
- Proposed Design
- Summary

The Content

- Must be able to convince the Audience
 - Must be able to outline that-
 - The problem is worthwhile
 - The problem is hard
 - How you have solved it

The Slides-Guidelines

- Average word rule- 40 words per slide
- 6x6 Rules- Maximum 6 bullet points, 6 words per Bullet
- Don't read slides word for word
- Add slide number

The Slides-Builds

- Title- Meaningful and short
- Introduction
 - Background or Motivation
- Outline- Present before the major talk
- Each Slide-
 - Descriptive Slide titles, Don't repeat
 - Common elements must be in exactly same position
 - Avoid common distractions in font size, display and color.
- Conclusion
 - Take home message
 - Don't end with slide says 'Questions ' or 'Thank you'
 - The last thing that you want the audience to see

Practice Talks

- Always give a practice talk.
- Know your slides very well
- Speak out loud, practice in front of mirror for example.
- Arrange Mock presentation.
 - Make sure Audiences are few
 - Practice as many times as you feel comfortable
- Attend other peoples practice talks

The Presentation

- Make eye contact with the Audiences
- Don't face the screen
- Don't look down at your computer
- Don't stand in front of the screen

Answering Questions

- As you practice talk, practice answering questions
- Repeat the question, Advantage is-
 - Ensure that you understood the question.
 - Give yourself few moments to think about your answer.
 - Other audiences can hear the question, if no microphone is available.