Oral Presentations -- the basics

The very first considerations...

- Know your audience (who, why)
- Incentive (why they should know)
- Big picture (where you are going)

Creating the presentation...

- Organize the talk
- Create visuals
- Rehearse (for timing)
- Deliver
Presentation hints

• Will never have time ==> select important material
• Give punchline first
• Be credible, cite sources, be honest
• Respect audience intelligence
• Never apologize
• Anticipate questions
• Presentation, not a speech
• Need not be a star
Presentation organization

• The opening
  – Why, what, how
  – Put problem in context

• Body
  – Context dependent

• Closing
  – Conclusion
  – What do you want them to do

• Questions & Discussion
  – Leave time
  – Listen before answering
Visuals

- Simple, to the point
- Imitate headline writers
- Title that tells the message, then text, data or images to back up the message
- Keep it simple!

- Careful color
- Watch clutter
- Fonts large and dark
- 2 font families max
- Dark text on light back
- Watch fancy transitions

- Keep it simple!!
Delivery

• Eye contact with all
• Speak to audience
• Project
• Don’t read
• Practice

• Posture
• Hands
• Don’t block projector
• Know room and equipment, assume technology won’t work
Showing a prototype

- What do you want audience to see?
- Size?
- Demo of operation?
- Backdrop picture
- Live or canned video
Examples
<table>
<thead>
<tr>
<th>Subject</th>
<th>Sex</th>
<th>Age</th>
<th>Height</th>
<th>Weight</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>XA</td>
<td>F</td>
<td>29</td>
<td>72</td>
<td>160</td>
<td>6.8</td>
</tr>
<tr>
<td>XB</td>
<td>M</td>
<td>55</td>
<td>69</td>
<td>170</td>
<td>7</td>
</tr>
<tr>
<td>XC</td>
<td>M</td>
<td>42</td>
<td>76</td>
<td>220</td>
<td>4.1</td>
</tr>
<tr>
<td>XD</td>
<td>F</td>
<td>33</td>
<td>67</td>
<td>210</td>
<td>8.7</td>
</tr>
<tr>
<td>XE</td>
<td>F</td>
<td>31</td>
<td>67</td>
<td>145</td>
<td>9</td>
</tr>
<tr>
<td>XF</td>
<td>M</td>
<td>47</td>
<td>66</td>
<td>190</td>
<td>3.8</td>
</tr>
<tr>
<td>XG</td>
<td>M</td>
<td>25</td>
<td>70</td>
<td>185</td>
<td>3.8</td>
</tr>
<tr>
<td>XH</td>
<td>M</td>
<td>40</td>
<td>73</td>
<td>180</td>
<td>4</td>
</tr>
<tr>
<td>XI</td>
<td>M</td>
<td>28</td>
<td>73</td>
<td>218</td>
<td>2.5</td>
</tr>
<tr>
<td>XJ</td>
<td>F</td>
<td>34</td>
<td>65</td>
<td>135</td>
<td>13.6</td>
</tr>
<tr>
<td>XK</td>
<td>M</td>
<td>47</td>
<td>68</td>
<td>190</td>
<td>4.1</td>
</tr>
<tr>
<td>XL</td>
<td>M</td>
<td>33</td>
<td>73</td>
<td>200</td>
<td>1.9</td>
</tr>
</tbody>
</table>
Heavier people chop faster

![Graph showing the relationship between weight (lbs) and chopping time (min). The graph indicates that as weight increases, chopping time decreases.]
People with disabilities are active

- Wheelchair sports
- Disability Culture has driven demand for solutions
- ADA has provided legal clout
- Health care cost-effectiveness drive reins in the pace
Photos from Paraplegia News and Sports 'n Spokes
People with disabilities are active

- Wheelchair sports
- Disability Culture has driven demand for solutions
- ADA has provided legal clout
- Health care cost-effectiveness drive reins in the pace

Photos from Paraplegia News and Sports 'n Spokes
Types of assistive technology

• Person
  – Motor
    • Arm
    • Grip
    • Mobility
      – Wheelchair
      – Surgery
      – FES
      – Prosthesis
      – Orthosis
- Wheelchair
- Surgery
- FES
- Prosthesis
- Orthosis

- Hearing
  - Hearing aid
  - Cochlear implant
  - Signing

- Sight
- Reading machine
- Refreshable braille
- Glasses
- Mobility

- Mobility
- Grip
- Arm

- Motor

- Person

- Sensory
- Cmd & Control
  - ECU
  - Computer
  - Communic.
  - Robot
  - Speech
  - Driving
Which can you read?

LJUMFEQ MZW RPLXO

LJUMFEQ MZW RPLXO

LJUMFEQ MZW RPLXO

LJUMFEQ MZW RPLXO