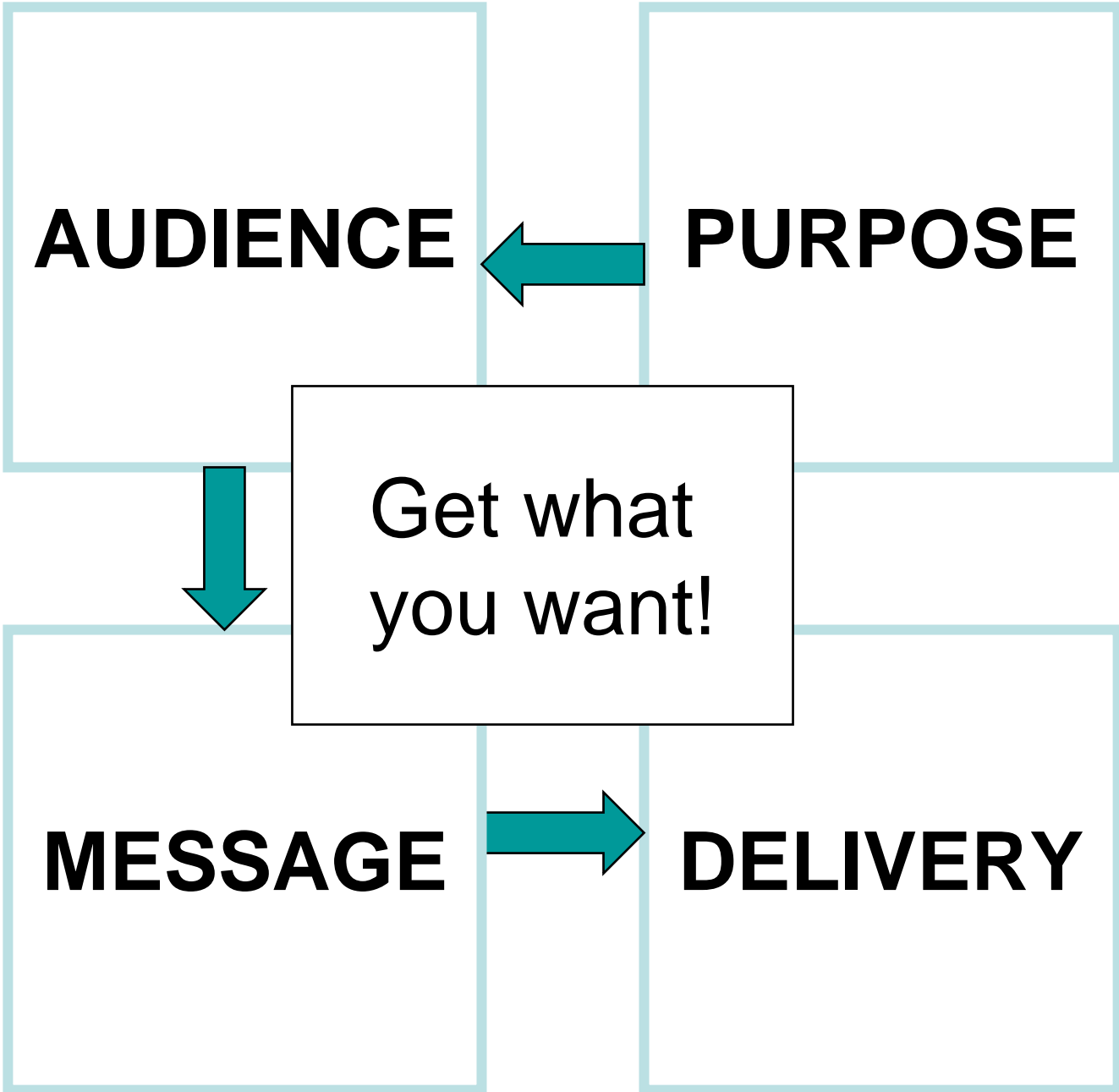


# Oral Presentations -- The Basics



# Image

- Credible
- Knowledgeable
- Trustworthy
- Open to criticism
- Decisive
- Interested
- Enthusiastic
- Believes in project

# Presentation Organization For ME4054

- Section 1
  - The problem you are trying to solve
- Section 2
  - Your proposed solution
- Section 3
  - Next steps
- Questions
  - Listen!!

# Presentation Hints

- Respect audience intelligence
- Never apologize
- Anticipate questions
- Presentation, not a speech
- Need not be a star

# Plan Out Everything

- Who
- Timing
- Technology
- Dress
  
- Rehearse, rehearse, rehearse!

# Team Presentations

- Decide how many should speak
- Decide who should speak, and why
- Have a moderator
  - Introduces team and project
  - Can also do the wrap-up
- Technology: have team member change slides
- Graceful transitions
- Whole team up front for questions
- “On-stage” for entire presentation

# Timing

- Leave time for discussion
- Give important info first
- If running short, cut or stop rather than speed
- Have a time keeper to flag you
- Take charge: close down the Q&A with a summary

# Delivery

- Eye contact (with all)
- Speak to audience, not screen
- Project
- No reading
- Practice
- Posture
- Hands
- Don't block projector
- Know room and equipment, assume technology won't work!

# Visuals

- Simple, to the point
- Imitate headline writers
- Use as cues
- Use plots and images
- Fonts large and dark
- 2 font families max
- Dark text on light back
- Keep it simple!
- Careful color
- Watch clutter
- Watch fancy transitions
- Keep it simple!

# Which Can You Read?

**LJUMFEQ MZW RPLXO**

**LJUMFEQ MZW RPLXO**

**LJUMFEQ MZW RPLXO**

**LJUMFEQ MZW RPLXO**

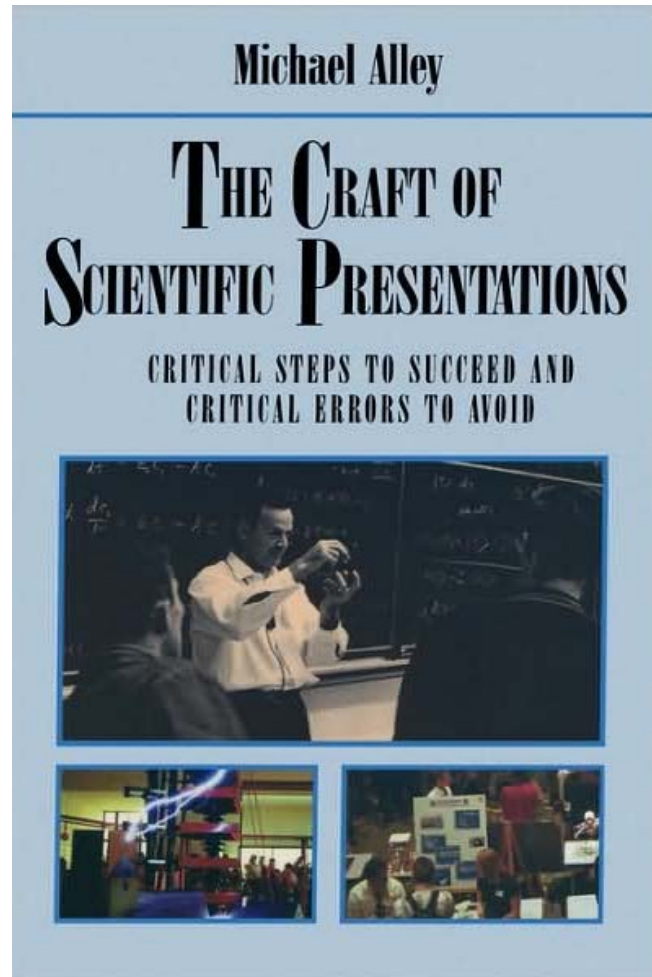
# Think Newspaper Headlines

- Support for Bush slipping
- More than 1,300 state jobs could be cut
- Iraq has failed last chance, U.S. says
- Poll suggests public wants U.N. support
- Four U.S. soldiers killed in helicopter crash
- Wolves hold off Milwaukee 117-114
- Winter: Getting a grip in the cold white season
- Supreme Court approves DNA testing method
- Restovich works for his chance as Twins' right fielder
- Quake rocks remote area of western China; 261 dead
- Supreme Court clears way for Indiana's abortion restrictions

# Evidence of the news

- Landlords Push to Halt 15<sup>th</sup> Ave Development
- Graduate School implementation team announced
- Students march against U's ties with Russell Athletic.  
Workshop helps with college transition

# The Definitive Source on Presentations



[amazon.com](https://www.amazon.com)

[OR](#)

# Assertion-Evidence Structure

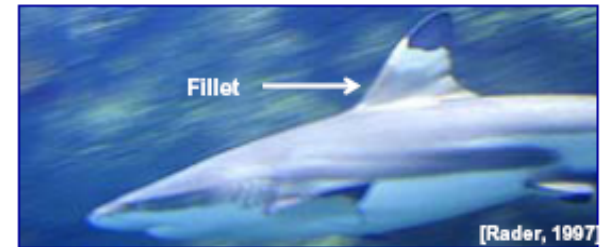
- Headline states the assertion of the slide
- Slide body backs up the assertion with evidence
  - Relevant images
  - Experimental data
  - Basic equations
  - Product rendering

# Assertion-Evidence Example

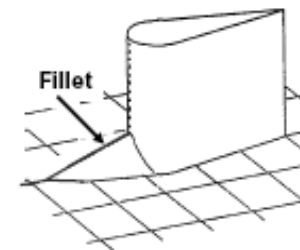
Sentence  
Headline

**Fillets reduce leading edge vortices in nature  
and in engineering**

Fillet on dorsal fin  
of shark



Fillet on Seawolf  
submarine



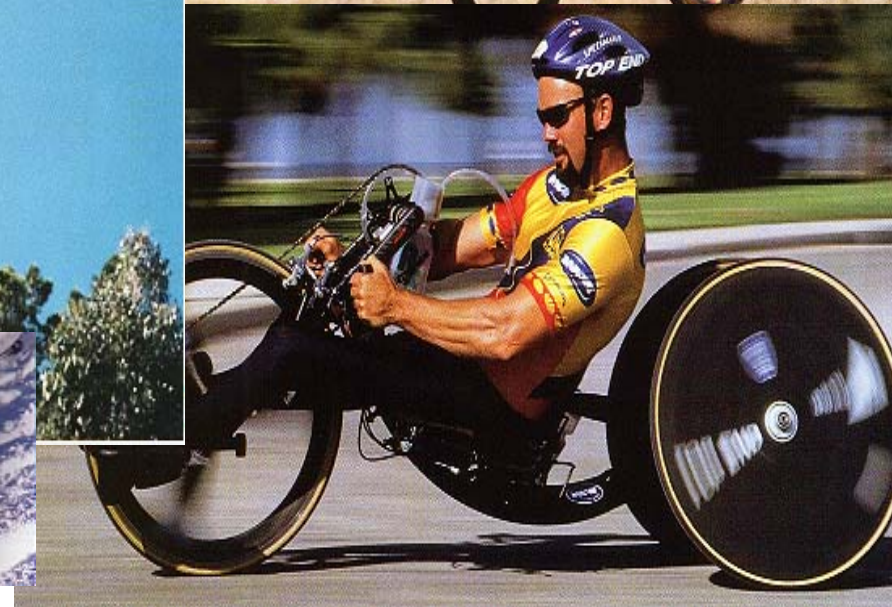
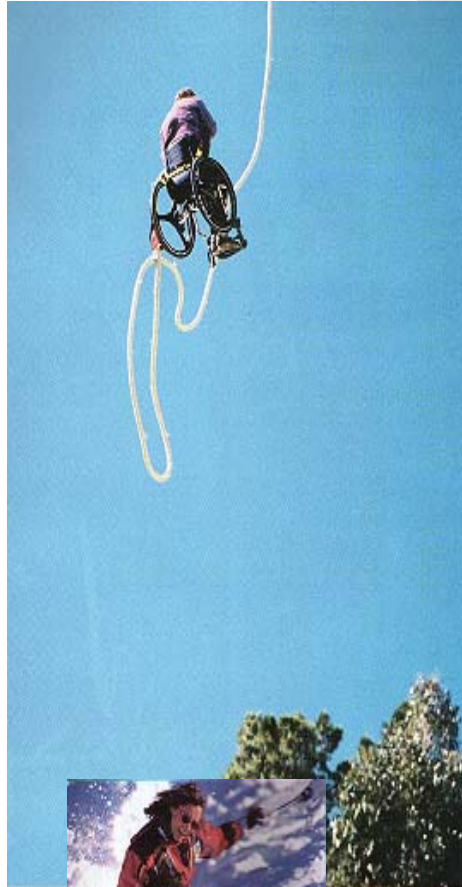
[Devenport et al., 1991]



Visual  
Evidence

# People With Disabilities Are Active

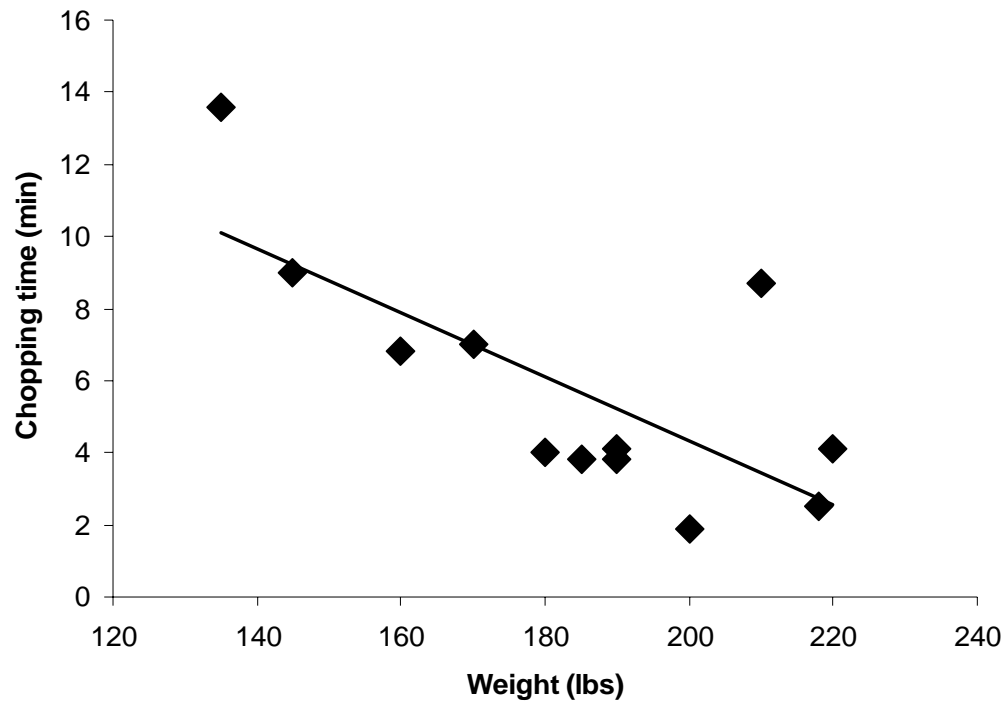
- Wheelchair sports
- Disability Culture has driven demand for solutions
- ADA has provided legal clout
- Health care cost-effectiveness push by insurance companies reins in the pace



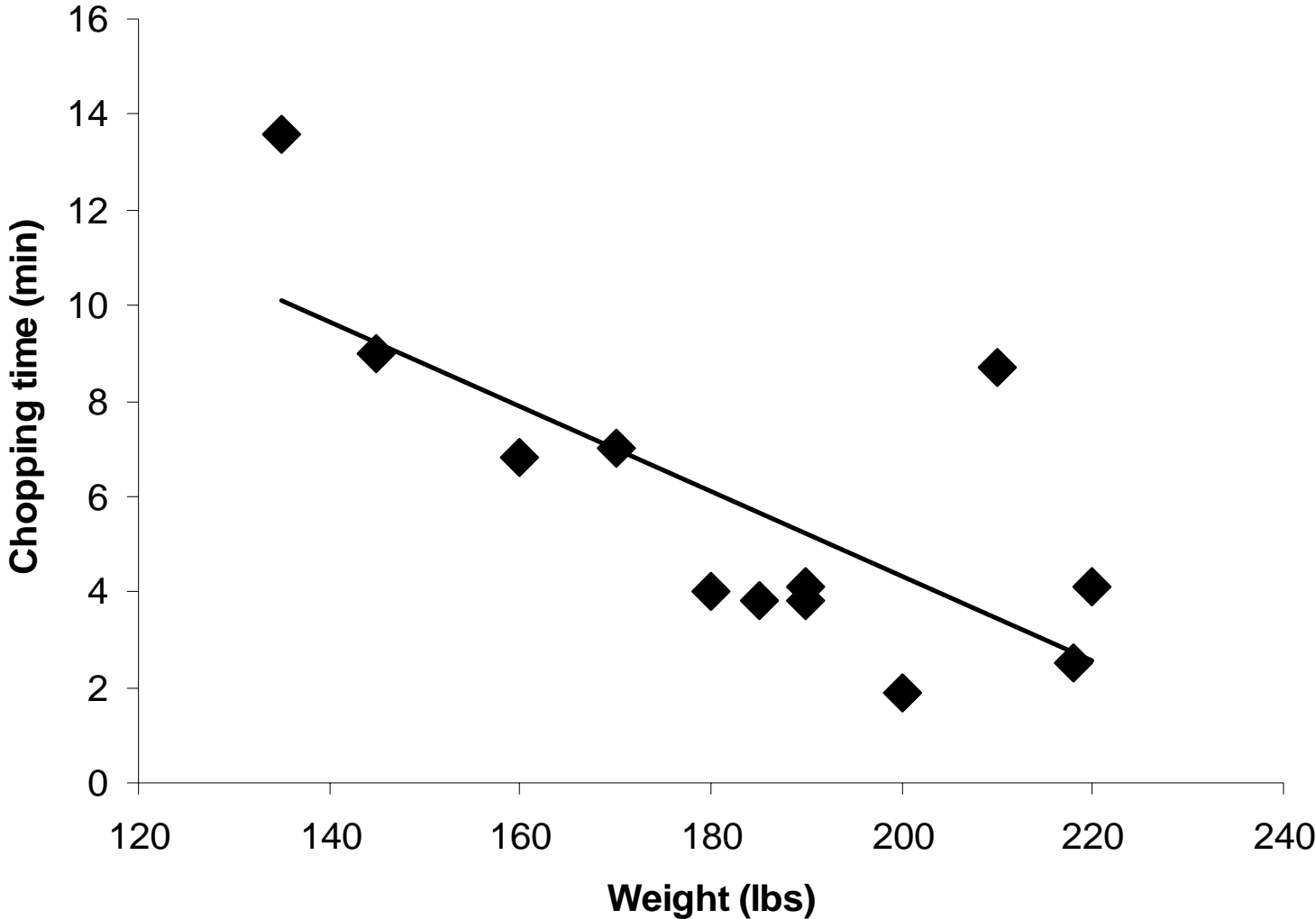
# Roof Chopping Data

<b>Subject</b>	<b>Sex</b>	<b>Age</b>	<b>Height</b>	<b>Weight</b>	<b>Time</b>
XA	F	29	72	160	6.8
XB	M	55	69	170	7
XC	M	42	76	220	4.1
XD	F	33	67	210	8.7
XE	F	31	67	145	9
XF	M	47	66	190	3.8
XG	M	25	70	185	3.8
XH	M	40	73	180	4
XI	M	28	73	218	2.5
XJ	F	34	65	135	13.6
XK	M	47	68	190	4.1
XL	M	33	73	200	1.9

# Roof Chopping Data



# Heavier People Chop Faster



# Example Showing a Design Choice

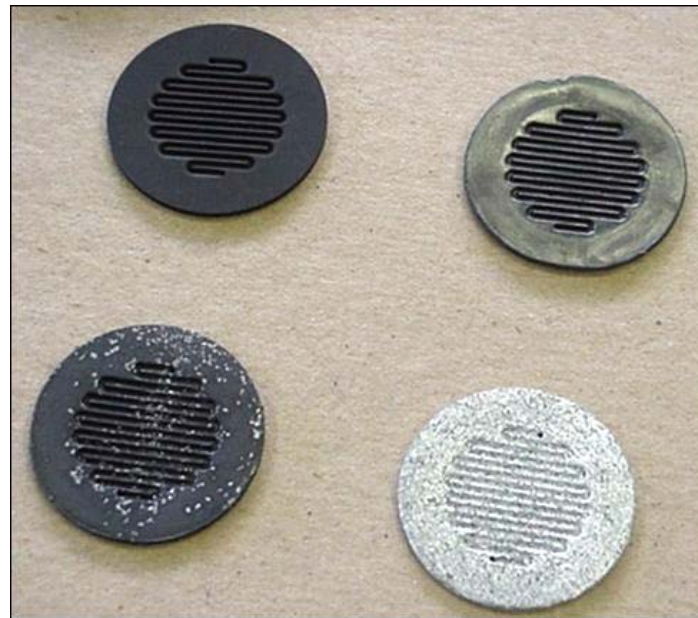
**Composite materials are ideal for polar plates**

## **Advantages**

- Easy to shape**
- Light in weight**
- Resistant to corrosion**

## **Disadvantages**

- Low conductivity**
- High cost (at present)**



# Suggestions For ME4054

- Keep slides simple; if slide is clear, presenter will be clear
- Audience needs to know the design is analysis driven, but does not need to know the details
- Avoid animations and movies
- ESL is OK
- Describe what your design does rather than what it is

# Resources

- The Craft of Scientific Presentations
  - Available as an e-book in the UMN Library
- [www.writing.engr.psu.edu/](http://www.writing.engr.psu.edu/)
- [www.writing.engr.psu.edu/presentations/speaking.pdf](http://www.writing.engr.psu.edu/presentations/speaking.pdf)
- ME 4054 on-line lecture notes



Questions

?