Oral Presentations -- The Basics

Purpose

Audience

Delivery

Message

Get what you want!

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!!

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

amazon.com

OR
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

Example Showing a Design Choice

<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>X</td>
<td>F</td>
<td>29</td>
<td>72</td>
<td>160</td>
<td>6.8</td>
</tr>
<tr>
<td>XI</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>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>

Roof Chopping Data

- Heavier People Chop Faster

Source: http://writing.engr.psu.edu/slides.html
Think Newspaper Headlines

- Two-thirds of Minnesotans: no public money for Vikes' stadium
- Chile military rolls out post-quake aid effort
- Postal Service’s emerging model: No Saturday delivery
- Supreme Court muddies clean water act
- Effort to tighten Minnesota’s gun law getting folks riled up
- University officials consider furloughs
- Professor ratings aid students in class selection
- OTC to showcase science technology
- Prominent agronomy professor to retire at age 70
- NCAA study spurs rule changes to protect athletes from injuries

Plan Out Everything

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

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

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?

General Tips

- Respect audience intelligence
- Never apologize
- Anticipate questions
- Presentation, not a speech
- Need not be a star
Suggestions For ME 4054

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

More Suggestions for ME 4054

- Describe the problem
- Describe how people solve the problem now (current technology, prior art), and make clear what the gap is
- Describe the options
- Describe the selected design, including strengths and weaknesses
- Make it clear that team is using engineering analysis to drive the design
- Provide audience with a clear plan for future work, and detailed description of final project deliverables

Resources

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

Questions