

CMPT 880/890

Giving presentations

The message

- Have a goal and a message in every talk you give. Once you have those, everything else is easy.

Outline

- Types of presentations
- Basic elements of presentations
 - Goal
 - Message
 - Content
 - Context
 - Speaking style
 - Visuals

Types of presentations

Basic elements of presentations

- What is your goal?
- What is your message?
- What content will you present?
- How will you provide context?
- What is your speaking style?
- What visuals will you use?

Your goal

- Why are you giving the presentation?
- Set up the presentation to achieve your goal

Your message

- What do you want people to remember?
- Set up the presentation so that people remember your message

Content

- Which stuff?
- How much?
- What order?

Context

- Where are we?
- Where have we been?
- Where are we going?

Speaking style

- Volume
- Pacing
- Enthusiasm
- Gaze direction
- Nervousness
- Practice
 - If in doubt, write it out!

Visuals

- Ah, PowerPoint...

The message

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- Message: drive it home!

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- to tell your audience when to clap