Technical Presentation

• Recommended reading

• Differences between speaking and writing
  **Immediacy**, the speaker and audience interact online. This has the following consequences.
  
  – The audience reacts as a person. The speaker’s appearance, personality and body language have impact on how the audience reacts to the speaker’s presentation. A positive personal impression can improve the presentation while a poor impression may make the presentation worse.
  
  – The speaker can adjust the presentation based on audience’s reaction. It is not easy to keep audience listening to a long presentation.
  
  – The speaker and audience can question each other. Having interactions between the speaker and audience during a presentation is often very effective to make the presentation more interesting.
  
  – Tone of voice and body language. The speaker may change the tone slightly and use body language to stress some parts of a presentation.

**Transience**, no play-back for a large portion of contents. It is difficult for the audience to go back on an earlier part of a presentation. To help the audience to follow the presentation, the speaker can

  – make the presentation organization clear;
  
  – give a preview on the presentation, mention the transitions from one topic to another, and summarize what have been presented; and
  
  – keep list short and use simple and short sentences.

• Preparation of Technical Presentation

  **Defining task**, define the purpose of the presentation and be clear about the audience. The presentation for CMPT497 is to present the results of a capstone project to peers and the audience includes the supervisors of the projects and peers.

  **Organizing presentation**, work out an outline and a structure of the presentation. These include listing topics and designing the hierarchy of the topics to show the organization of the presentation and emphasize the main points.

  **Preparing visuals**, choose media and present main points by the media. Commonly used media include computer-projected slides, overhead transparencies, handouts, white/black boards, etc. It is common to explain the main points in slides and oral.

  **Design slides**, decide the format of and contents in the slides. The following factors may be important in the slide design: simple is better, uniform design, topic/logic in slides, big
and clear font, short line, few lines per slide, bullets and numbered lines, and the time to explain (for speaker) and to follow (for audience) each slide.

- **Presentation Preparation**
  - **Overcoming nervousness**, try feel at home, look at audience, keep body relaxed and speak a bit slower than a usual conversation speed.
  - **Connection with audience**, be aware of the audience and show your awareness of the audience. A presentation is for the audience not for the speaker.
  - **Presentation**, try to be calmly confident, use body language for emphasis, speak in clear voice and a maintained speed, and show enthusiasm; give enough time for the audience to follow the slides and help the audience on complex contents.