

Presenting Presentations

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Setting up the Presentation

- ▶ Organize your thoughts first and then organize the order to present them
- ▶ Setting up the PowerPoint
 - ▶ Choose a template style. It's easy to start and each one is unique
 - ▶ Check the font style and size
 - ▶ Pictures, animations, graphs → visual learning
 - ▶ Plan your presentation so just one new point is displayed at any given moment
- ▶ Be consistent

Off Screen

- ▶ Think outside the screen
 - ▶ How do you present yourself? how do you hold yourself?
 - ▶ What are you wearing
 - ▶ How you move around the room
- ▶ Ask questions to your audience
- ▶ Confidence. Speak clearly, loud enough for people to hear
- ▶ Practice it.

The Presentation

- ▶ Highlight the key parts for audience. Keep bullets 1-2 sentences or fragments
- ▶ Limit the number of slides. If you can do it with fewer slides, do that
- ▶ Cater to who your audience is. Rocket scientists, or 8th graders?
- ▶ Determine if you want questions during or after your talk
- ▶ Rule breaking is perfectly acceptable behavior - it's ignoring the rules or breaking them because you just don't know any better that leads to shoddy boring presentations that lead to boredom, depression, psychopathic breaks, and eventually death.
- ▶ Pace of the talk to slides ratio 1 slide per min is common

Dos and Don'ts

- ▶ Have a backup of your presentation on CD or jump drive. Tech can fail or not cooperate.
- ▶ Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- ▶ Grammar and spelling
- ▶ Too much animation

Some More Things Not to Do

- ▶ <https://www.youtube.com/watch?v=KbSPPFYxx3o>
- ▶ <https://www.youtube.com/watch?v=lpvgfmEU2Ck>

Future Presentations

- ▶ Open to and encourage suggestions
- ▶ More on NASA Pathways and OSSI applications
- ▶ More on Resumes, Interviews, Job Hunting
- ▶ How to network, socialize with employers