Presenting Presentations

Presented by Tyler Lane
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