The Engineering Presentation

By

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February 3, 1999

Outline

◆ Importance of oral presentations

◆ Developing an outline

◆ Designing slides

◆ Giving the presentation

◆ Common mistakes

◆ Conclusion

Importance of Oral Presentations

◆ A primary means of communication

- Status reports
- Design reviews
- Sales
- Training

◆ A unique mode of communication

- Instant impressions
- Potential for effective communication
- No rewind!

Developing an Outline

◆ Logical flow of ideas
  - Title
  - Coming attractions
  - The beef
  - Review
  - Action

◆ Key ideas
  - Supporting information
  - Figures, diagrams, graphs, etc.

Designing Slides

◆ Maximize readability

- >14 point, sans-serif (e.g. Helvetica, Tahoma)

◆ Simplify bulleted text

◆ Simplify illustrations and drawings

◆ Approximately 1 or less slides/min

◆ Use color for emphasis and appearance

Giving the Presentation

◆ Project

◆ Make eye contact

◆ Use internal summaries

◆ Start strong, end strong

◆ Stand to the side

◆ Use a pointer if needed

◆ Relax and enjoy!

Common Mistakes

◆ Poor eye contact

◆ Poor organization

◆ Too much content per slide/unreadable

◆ Fidgeting, playing with pointer

◆ Run over time

◆ "Uh…" , "Um…", "You know…", "Basically…"

◆ Poor start/finish

◆ Forgot to spellcheck

◆ Unfamiliar with the room or equipment

Conclusion

◆ Oral communication is important

◆ Pay attention to the details

◆ Practice, practice, practice

◆ Seek and use feedback

◆ Have fun!