The Engineering Presentation

By

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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!