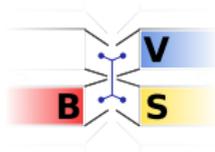


Vortragstechnik - How to Do a Presentation

Dipl.-Math. Petra Vogel

Betriebssysteme und Verteilte Systeme
Institut für Informatik und Computational Science
Universität Potsdam



Sommersemester 2020

Agenda

① Topic/ Subject

② Form

③ Presentation

Agenda

1 Topic/ Subject

2 Form

3 Presentation

The subject/topic may be given to you by somebody.

First Step: Research the topic:

- Collect material
- View it
- Select the main points
- Rate
- Understand
- Arrange

- **Not:** What can I tell the audience, what do I know
- **But:** What should the audience learn

What is the purpose of the presentation?

What outcome(s) do you and the audience expect?

Always find out how long you have to talk and check if this includes or excludes time for questions.

- 45 minutes for the presentation, 15 minutes for discussion
- Practice the presentation ahead of your friends, or ahead of a mirror
- Prepare additional slides
- 2-3 minutes per slide

- 45 minutes = 20 slides
- One slide as title, one introduction, one conclusion - 17 slides for main content
- 8 key points are sufficient for a 45 minute presentation.

- Introduction: what is your subject, how have you organized your presentation
- Main part: details of the key elements
- Conclusion: summarize the main point and argument.

- Outline visible
- Key points in logical order
- Repeat essential points during the presentation

Questions

- How will I present the topic?
- What is the aim?

How will I present?

- Motivation
- Examples
- Evaluation, compared with other methods

Agenda

① Topic/ Subject

② Form

③ Presentation

Why slides?

- For the audience
- Legible, clearly arranged
- Should **not** distract the audience

- Landscape page format
- Sans-serif-fonts (helvetica or arial)
- Font size - Test it! (*Hint: 30 point font size*)
- Color / background
 - Dark on white
 - Less color
 - **Not:** eye-catching background patterns
- Slide numbers for later discussions

- Less is better
- Labeling in the same font size as text
- Be careful with scanned pictures
- Test it!

- No entire sentences
- Only one issue on a slide
- Be careful with animations - not for text, not for changing the slides

- Titel of presentation an your name
- Rough outline
- Use repetitions rarely
- Summaries: only after important sections, and at the end of the presentation
- Use backward references
- Open problems
- Memorable key message
- Bibliography

Agenda

① Topic/ Subject

② Form

③ Presentation

- Start early with your preparation
- Be pleased to tell the other students interesting things
- This is no exam, it is a chance to learn

- Arrive in a plenty of time
- Check the equipment you will use (data projector, microphone etc.)
- Your goal is to engage your audience, not put them to sleep.
- Smile, make eye contact
- Use hand motions
- Avoid putting your hands in your pockets

Your presentation is for the audience.

- Main aspect: What should the listeners learn?
- Slides are for the listeners. They should be guided by it.
- Remember that the audience is there to get some information and that it is your job to put that information across to them.

- Presentation "Vortragstechnik" , Prof.Dr. Thomas Ludwig, Ruprecht-Karls-Universität Heidelberg
- Book: "Sicher präsentieren - wirksamer vortragen", Emil Hierbold, Ueberreuter, 2000
- <https://www.skillsyouneed.com/presentation-skills.html>
- <http://www.speakingaboutpresenting.com/content/memorable-key-message-10-minutes/>