

A General Guide To Presentations

Daniel A. Beaton, T. Tiedje

Department of Physics and Astronomy

University of British Columbia

- Objectives
- Typical Outline
- Target Audience and Venue
- Content
- Delivery
- Schedule

PHYS 409, Winter 2006



Objectives

- Present the results of your experiment in an interesting and convincing manner
- Show competency and understanding.
- If you can, tell the audience something they didn't know before.

Typical Outline

- Why you did it, purpose of your experiment,
- How you did the experiment
- What you learned
- What next

Target Audience and Venue

- Your peers, TA's, instructors
- Classroom ~ 30 person capacity
- Overhead/computer projector and screen
- No microphone

Content

- Block diagram of apparatus, avoid excessive detail.
- Minimize text and mathematics, keep emphasis on ideas
- Show data on full page graphs with labelled axes
- Leave audience with strong concluding statement.

Delivery

Audio

- Speak clearly and loud enough for everyone to hear
- Face the audience
- Stand beside screen, not beside projector
- Do not read overheads like a script
- Pace – breathe and speak normally
- Do a practice talk

Delivery

Visual

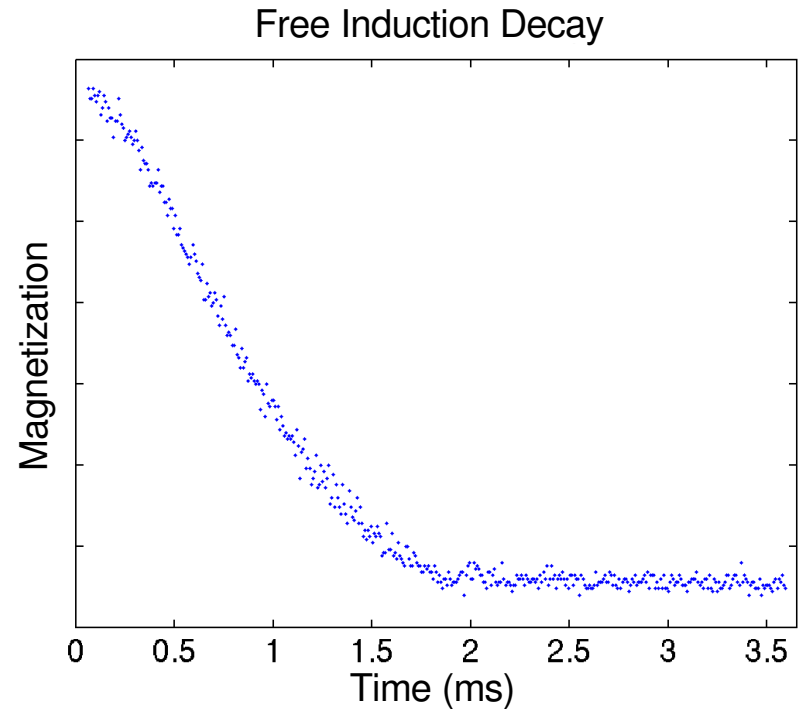
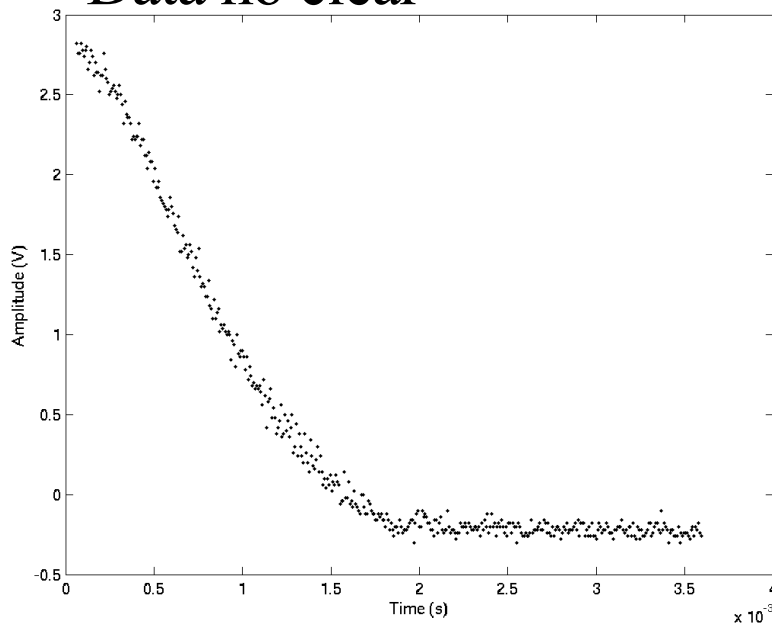
- Minimize number of different fonts
- Pointers - use solid stick if nervous
 - use laser pointer if steady
- Pace – no more than 1 slide per minute!

Example of Graphics

No title

Axes labels too small

Data no clear



PHYS 409, Fall 2006



Schedule

10 Minute Presentation

(American Physical Society format)

- Warning at 9, 10, and 11 minutes
- Stop at 12 minutes!
- Up to 5 minutes afterwards for questions

Location and Time

- Henn 318 or Ampel 311, Oct 4th and 5th, 2:00pm (ish)
- Exact time, location of your presentation posted on web site

PHYS 409, Fall 2006

