Making Presentations ;)

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General Rules

• For a 20 min. presentation, have about 10 slides (I usually have more)
• Ideally, put a 7 lines on a slide (maximum 10) but no more!
• Don’t show anything nobody can read
• Use a maximum of 3 colors
• Be careful about background colors and projectors
General Rules

- Find the time and practice before

- Keep to the clock, don’t speak too long (generally you have 20 mins.). Reserve some time for Q & A’s.

- Try to have pictures and diagrams in your slides, vary the structure of your slides

- Try to make eye contact, watch your body language
General Rules

• Don‘t finish your presentation like “...well OK, that was it”. Finish by making a point

• Don‘t only mention positive things about your work, also mention negative sides. But finish with a positive point
General Rules

• Use a professional presentation tool (e.g., Powerpoint - they have built-in expertise)

• Remember, your audience has an attention span a maximum 20 minutes ;-(

• Try to give examples from real-life situations

• Some do‘s and don‘ts

• No body is perfect, you always learn
Structure of a Presentation

• Tell your name ;-)  
• Have an overview slide  
• Have some introduction into the area  
• Have some details  
• Give an example  
• Have a conclusion slide  
• Ask if anyone has questions ;-)
Conclusion

- Presented general rules for presentations
- Presented structure of a presentation
Vorbereiten der Folien (so nicht)

• **Lesbare Schrift verwenden**
  
  • Folien nicht überladen  
    - max. 10 Zeilen pro Folie  
    - Keine ausformulierten Absätze auf den Folien  
    - **Maximal vier Farben verwenden**  
  
  • Vorsicht bei der Wahl der Hintergrundfarbe  
  • Für eine 20 Minutenpräsentation ca. 10 Folien  
  • Sich an die von MS PowerPoint vorgeschlagenen Zeichensätze und Farben halten
Questions?