



# HOW TO PRESENT A PAPER: A SPEAKER'S GUIDE

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# LAYOUT OF THE SESSION

1. **What to Say and How to Say It** - choice and organization of the material to be presented.
2. **Getting Through to the Audience** – presentation style.
3. **Visual Aids** - proper use of presentation materials and the microphone.
4. **Question Time**



# GETTING STARTED...

- ▶ Know your Topic

*Be sure you have understood the paper*

- ▶ Know Your Audience

*Your talk must take the audience into account*

- ▶ Know Your Goals

*What are the expectations of the audience?*

- ▶ Know Your Limits

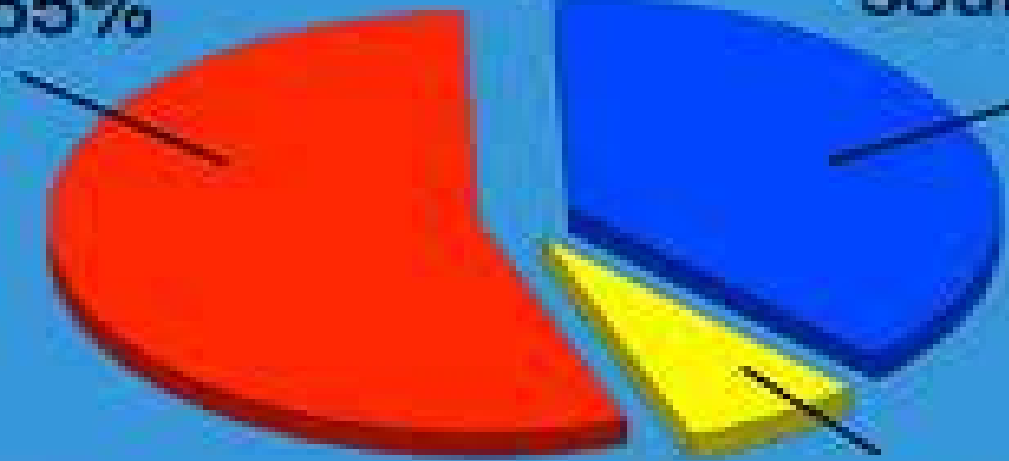
*How much time will be needed?*



# Speaker's Impact

How you  
look: 55%

How you  
sound: 38%



Dr. Mehrabian,  
UCLA

What you say: 7%

# WHAT TO SAY AND HOW TO SAY IT

- ❑ *Communicate the Key Ideas*
- ❑ *Don't get Bogged Down in Details*
- ❑ *Structure Your Talk*
- ❑ *Know Your Audience*
- ❑ *Use an Organized Approach*

A simple three-part template for a talk is :

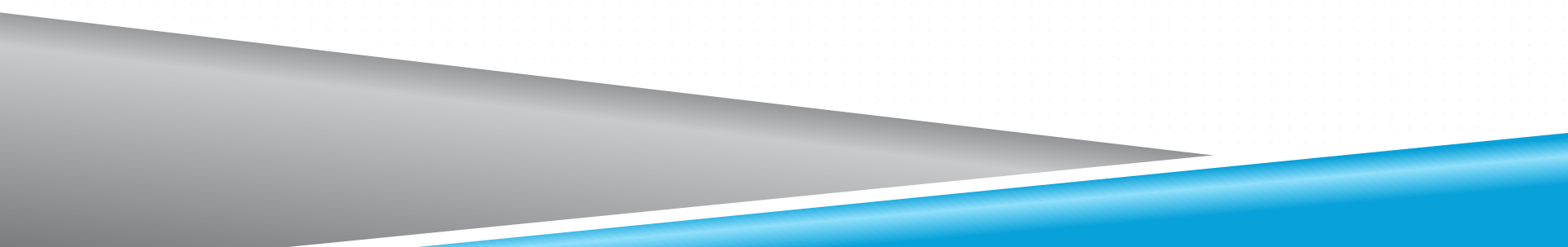
A. Introduction

B. Body

C. Conclusion

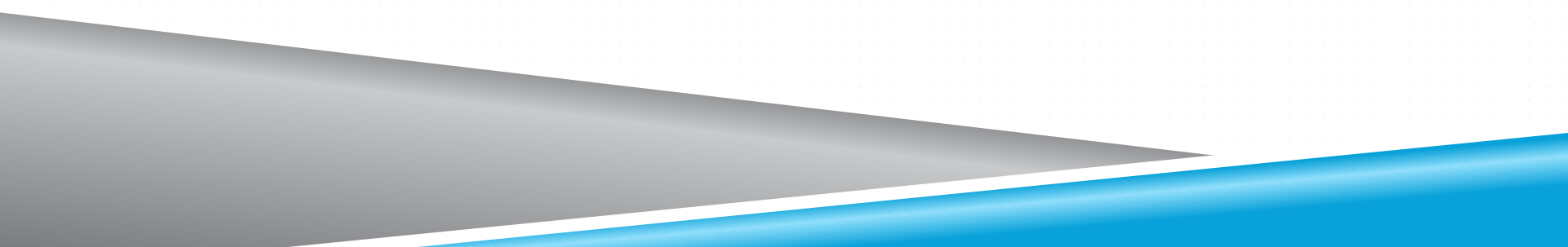
# SELECTING CONTENT ....

## I. Introduction

- Define problem briefly.
  - Brief review of work done in related field.
  - Your approach to the problem.
  - Hint at the principle result you achieved.
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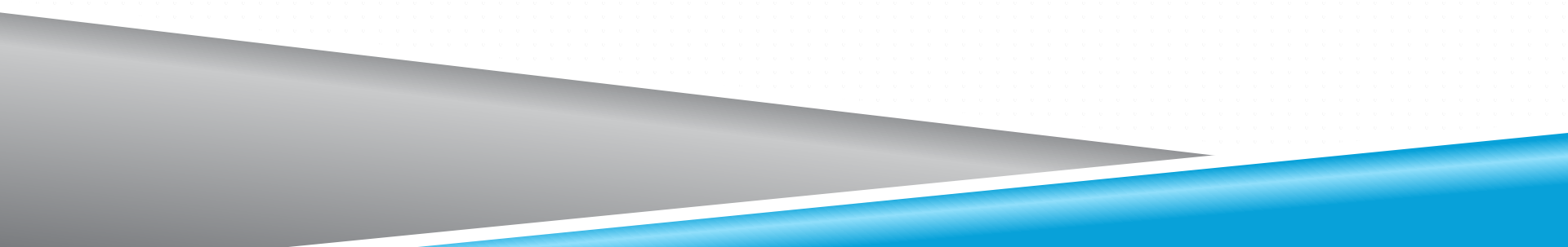
# SELECTING CONTENT ...

## 2. Materials & methods

- Relatively easier to write.
  - Avoid ambiguity in this section.  
Give relevant details so that a competent worker can reproduce.
  - Follow chronology of events.
  - Use proper statistics to support your conclusion.
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# SELECTING CONTENT ....

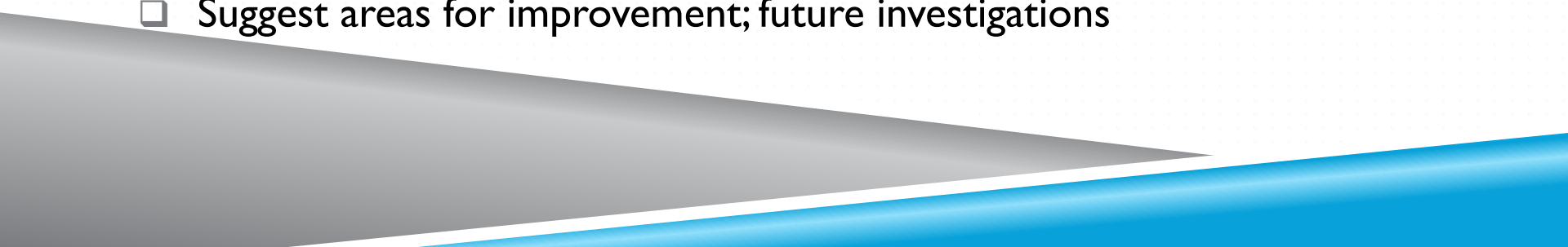
## 3. Results

- Results: include the *how & the why!*
  - This is the core of the paper.
  - Select the most representative data.
  - Use tables, graphs & photos judiciously.
  - It should be short & precise without verbose.
- 



# SELECTING CONTENT ...

## 4. Discussion

- Be crisp, clear & to the point.
  - Discuss your major finding first.
  - Tell how results & interpretation agree (or disagree) with the earlier works.
  - Tell theoretical & practical implication of your study.
  - Summarize paper's overall conclusions
  - Suggest areas for improvement; future investigations
- 



**"Would you like the technical or the nontechnical presentation?"**

# A. THE INTRODUCTION

This first section is possibly the most important part of your presentation.

- *Define the Problem*
- *Motivate the Audience*
- *Introduce Terminology*
- *Discuss Earlier Work*
- *Emphasize the Contributions of your Paper*
- *Consider putting your Conclusion in the introduction*



# B. THE BODY

This contains the meat of your presentation, and is the point at which the attention of the audience will start to waver if you messed up your Introduction.

- ❑ *Abstract the Major Results*
- ❑ *Explain the Significance of the Results*
- ❑ *Sketch a Proof of the Crucial Results*
- ❑ *Use Props and Pictures*

**“Things seen are mightier than things heard.”**

**- Alfred Lord Tennyson**

# C.THE CONCLUSION

## ***Don't Inflict Pain on the Audience***

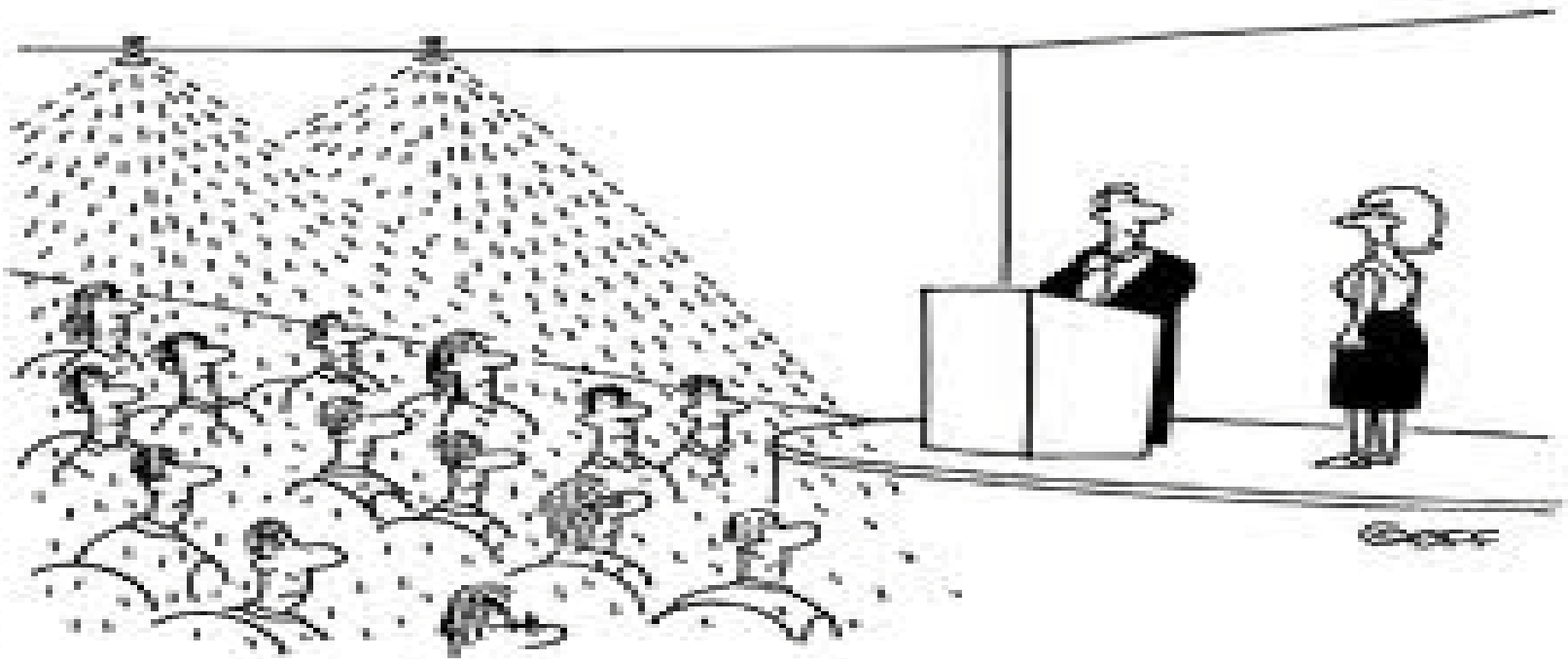
*“The secret to being a bore is to tell everything.” - Voltaire circa 1718*

- ❑ Only emphasize the lessons learned. Don't try to convince an uninterested audience that you were a superhuman
- ❑ Your aim here is to restate the lessons learned in a short, concise manner.

## ***Indicate that your Talk is Over***

An acceptable way to do this is to say

“Thank you.Are there any questions?”



**"You're not allowed to use  
the sprinkler system to keep  
your audience awake."**

# 2. GETTING THROUGH TO THE AUDIENCE

## *Practice Your Talk*

### *Use Repetition*

- ❑ The tried and true strategy for presentations is to: “Tell them what you’re going to tell them (the Introduction). Tell them (the Body). And then tell them what you told them (the Conclusion).” ·

### *Convey Enthusiasm, Excitement, Confidence*

*“Nothing great was ever achieved without enthusiasm”*

*– Ralph Waldo Emerson*



## 2. GETTING THROUGH TO THE AUDIENCE---

### **Don't Over-run**

- ▶ Don't exceed your time limit. It's rude, and annoying for the listeners.
- ▶ A rate of 3 slides per 5 minutes is very reasonable. Any more than that and you're likely to go over your time limit.

*“What orators lack in depth they make up to you in length.” Montesquieu, 1767*

### **Use Humor**

Remember that your goal is to educate the audience, not simply to present material to those who care to listen.

- Minimize Language Difficulties**
- Don't Start Your Talk with an Apology**
- Try Not to Get Anxious**



## 2. GETTING THROUGH TO THE AUDIENCE---

### ***Maintain Eye Contact***

Maintain eye contact with your audience. ·

### ***Control Your Voice***

- Speak clearly and with sufficient volume.
- Don't speak in a monotone.
- Avoid utterances such as “Um, ah, er”, etc.

### ***Control Your Motion***

Project energy and vitality without appearing hyperactive.

### ***Take Care of Your Appearance***

Good grooming and dress is important but avoid appearing overly ostentatious.

# VISUAL AIDS

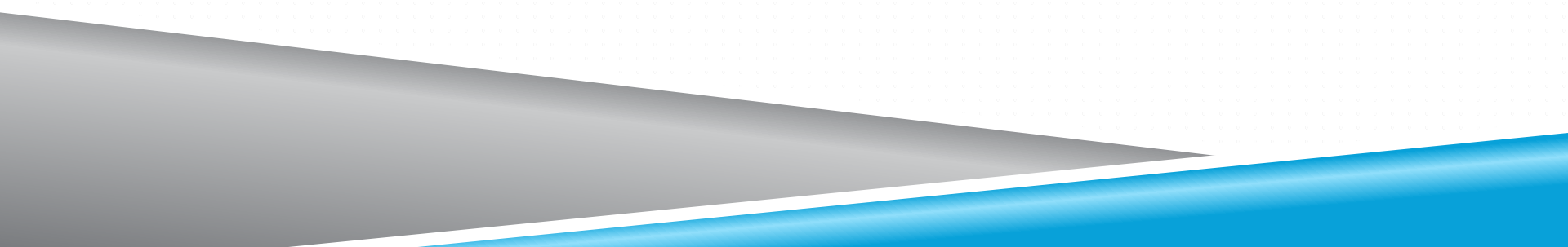
- ❑ ***Use Color Effectively***

Keep the number of colors to a minimum.

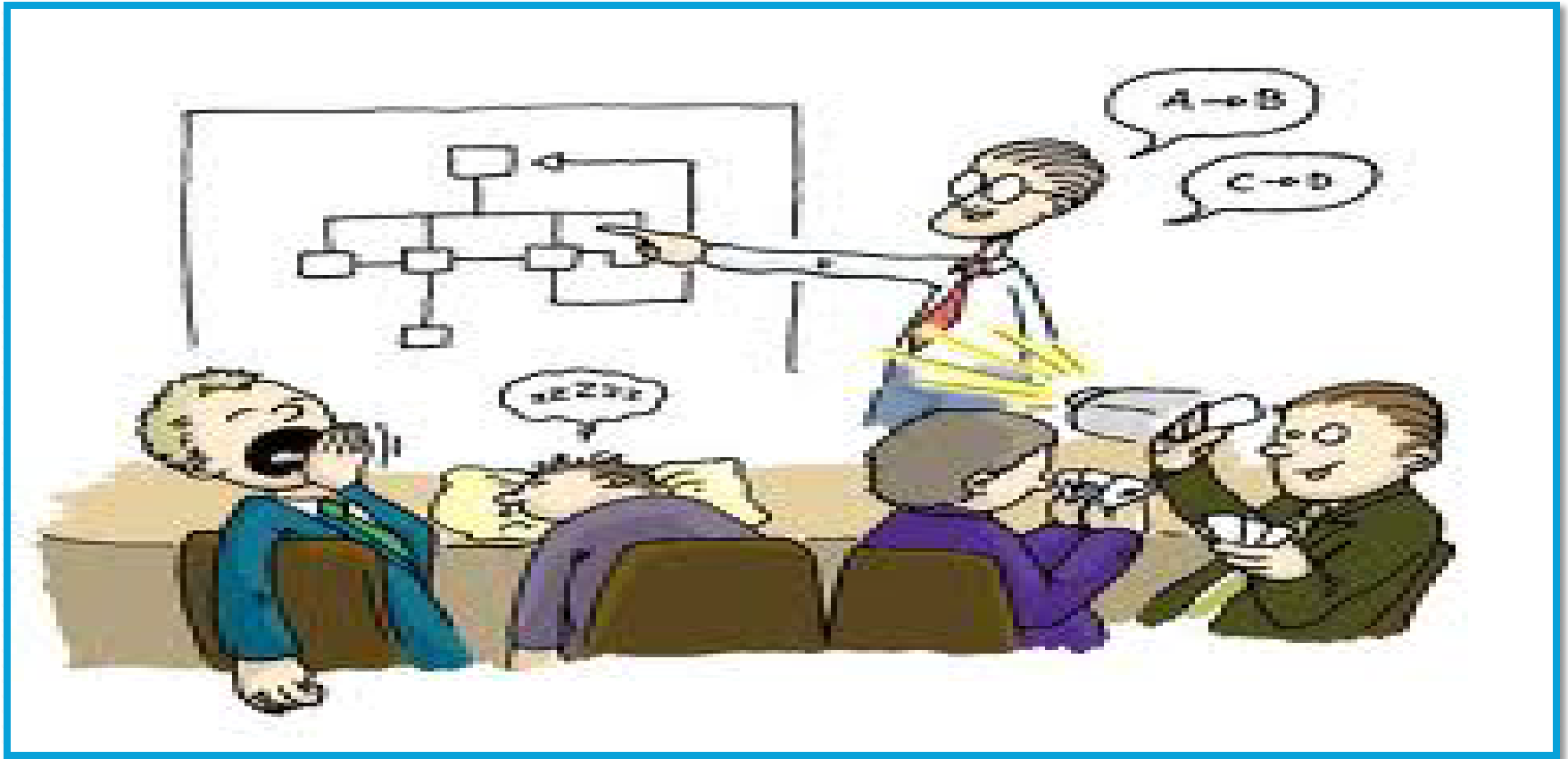
- ❑ ***Use Pictures and Tables***

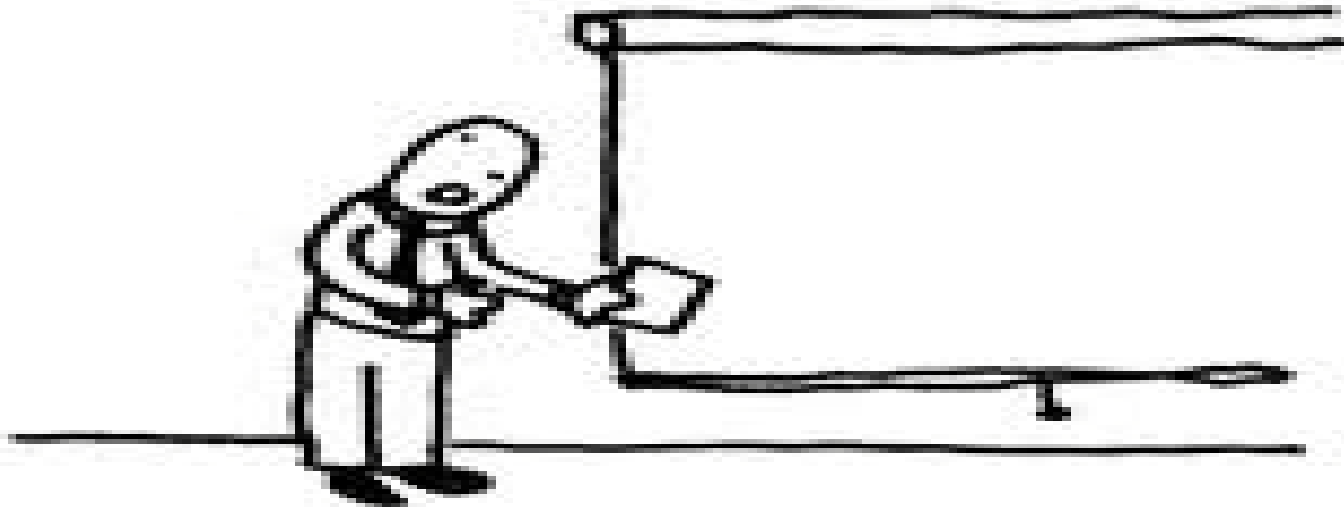
Remember the old cliché “A picture is worth a thousand words!”

- ❑ ***Familiarize Yourself with the Stage***



# TIRED? ENJOY SOME ANIMATIONS!!!





and now, let's dim the lights, so i can show you computer slides and read the exact text of the slides to you

# 4. QUESTION TIME

- ❑ It is customary to end a presentation with a short period for questions.

Three sets of questions:

- ❑ The first is the **genuine request for knowledge**
- ❑ The second is the **selfish question**, in which the questioner merely wishes to draw attention to him or herself .
- ❑ The third and most important category is the **malicious question**. The best defense against these types of questions is to be prepared, be polite, and avoid getting involved in a lengthy exchange. Offer to discuss it after the talk!

## Presentation Helper

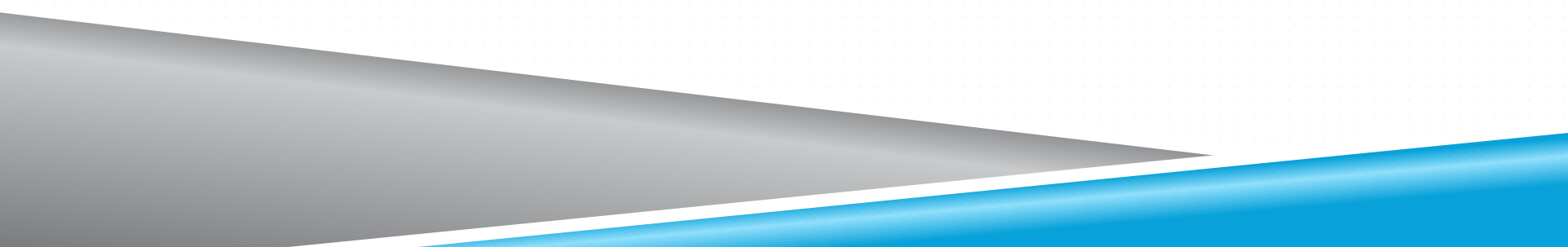


**Text**  
7%

**Visual**  
55%

**Vocal**  
38%

# SLIDES...

- ❑ **The Simpler, the Better!** Create a slide show as an outline and not a script. Do not put the whole sentences you want to say on slides.
  - ❑ Your **ideas are the focal point**, and the slides are only there to assist in conveying those ideas
  - ❑ To select a **design**, ask yourself "in what type of room will I deliver my talk?" For a well-lit room, use light background with dark text & visuals and for a dimly-lit room, use dark background with light text and visuals.
  - ❑ Use **professional animation** methods for text (avoid *fly in*, *typewriter*, etc.)
- 

# SLIDES...

- ❑ Remember that your audience...
  - skims each slide
  - looks for critical points, not details
  - needs help reading/ seeing text
- ❑ Help your audience by...
  - Projecting a clear font
  - Using bullets
  - Using content-specific headings
  - Using short phrases



# CHOOSE COLOR CAREFULLY



# Properties of Green Tea



## Contains

- Polyphenols
- Catechins
- Epigallocatechin Gallate (EGCG)

## EGCG

- Inhibit cell growth and induce apoptosis
- Encouraging acidophilus growth

- Reduce risk of coronary disease and tumor regression
- Antiangiogenic properties
- Anticancer effects

**Plan.**

**Experiment.**

**Practice and**

**Good Luck !**

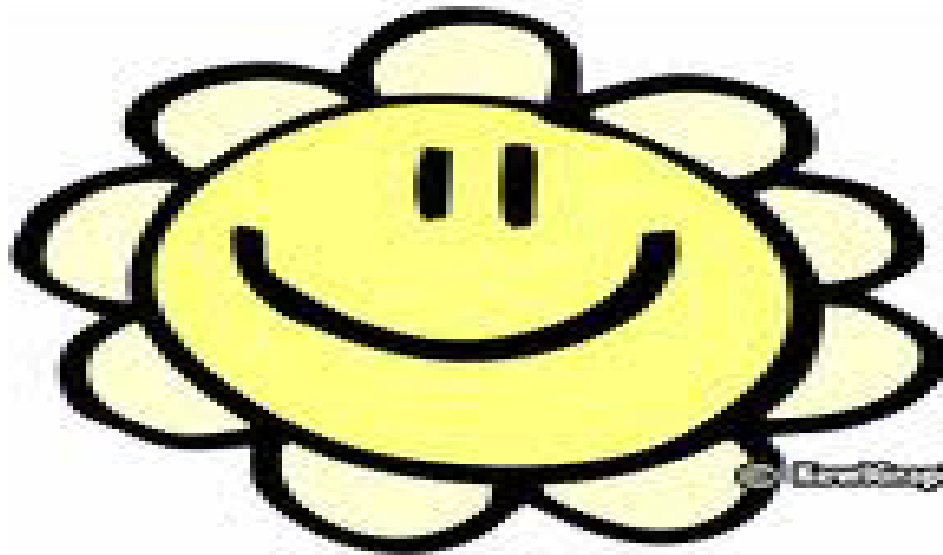


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1. L. Lamport., *A Document Preparation System*. Addison-Wesley, 1986.
2. I. Parberry. How to present a paper in theoretical computer science: A speaker's guide for students. *SIGACT News* Vol. 31, No. 1, pp. 77-86, March 2000.
3. I. Parberry. How to present a paper in theoretical computer science: A speaker's guide for students. *Bulletin of the EATCS*, (37):344—349, 1989.
4. Antion, Tom, *Wake 'em Up: How to Use Humor and Other Professional Techniques to Create Alarmingly Good Business Presentations*. Anchor Publishing, Jan. 1999.



Smile It Looks



Good On You!

**Thank you**