

EE368b Project Presentations

- Goals:
 - Learn about each other's projects
 - Give students an opportunity to practice presentation skills
- Schedule
 - Friday, December 1, 8:30-9:50 a.m.
 - Monday, December 4, 8:10-9:50 a.m.
 - Wednesday, December 6, 8:10-9:50 a.m.
 - Friday, December 8, 8:30-9:50 a.m.
- Four sessions with 5(4) presentations each
- Each presentation: 15 minutes talk + 5 minutes discussion
- Schedule posted on class Web site



Preparing Your Slides I.

- Recommended program: *Powerpoint*
- Prefer landscape to portrait format
- Maximum of six to eight „information chunks“ (e.g. bullets) on one slide
- Use pictures instead of text, where possible
- Use large fonts: this is 24 pt Helvetica, a sans serif font
 - this is 20 pt Helvetica, a sans serif font
 - this is 18 pt Helvetica, pretty small already
 - *can you still read 18 pt in the back of the classroom?*
 - » type writer: Courier 12 pt is much too small



Preparing Your Slides II.

- Color:
 - use with moderation or not at all
 - color contrast without brightness contrast is not readable
 - avoid playful background
- Make sure your talk is not too long
 - Allow 2 - 4 minutes per slides
 - More than 8-9 slides in 15 minutes will not work
 - Practice and improve your presentation several times, using a small peer group



Outline and Conclusion

- Attention of audience peaks at the beginning and the end of your talk
- Present an outline of your talk at the beginning
- Highlight the most important points of the talk in the final slide "Conclusions"

Golden Rule of Journalism:
*Tell them what you will tell them,
then tell them,
then tell them what you have told them.*



Presentation

- Hand out copies of your overhead transparencies
- Groups pick ONE presenter
- Use overhead transparencies or lap-top computer
- To use lap-top
 - Email your ppt file at least 24 hours before presentation to TA
 - Meet with TA beforehand to assure that presentation looks o.k.
- Speak loud and clear and in full sentences
- Look at your audience
- Use a pointer



Project report

- Should be written and submitted in html.
- 2000 words typical, 4000 words max., not including references.
- Include graphs, pictures, and references.
- Groups submit ONE report, with a break-down of who did what as an appendix to the report.
- Details of submission to be announced.
- Deadline: **Friday, December 1, 12 noon. No extensions!**

