How (not) To Give A Presentation

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Outline

- Good presentations
- Bad presentations
- Tips

Good Presentations

- Enthusiastic, knowledgeable speaker
- Clear presentation in spoken word and slides
- Engages the audience and keeps in time

Bad Presentations

- Speaker does not understand content
- Speaker reads from notes
- Speaker never looks at audience
- Speaker mumbles
- Incomprehensible, hard-to-read slides

Bad Slides

- By writing in as small as possible a font you can to put a maximum of information onto a single slide.
- Cram as much as possible onto a single slide so that the knowledgeable members of the audience can read things that you do not have time to talk about.
- Write out complete sentences such that people can read your presentation like a book.

Slides (A really bad example)

- By writing in as small as possible a font you can to put a maximum of information onto a single slide.
- Cram as much as possible onto a single slide so that the knowledgeable members of the audience can read things that you do not have time to talk about.
- Write out complete sentences such that people can read your presentation like a book.
- Fancy fonts make your presentation look different from all other presentations, which is what you want.
- And make use of lots of colors to drive your point home.

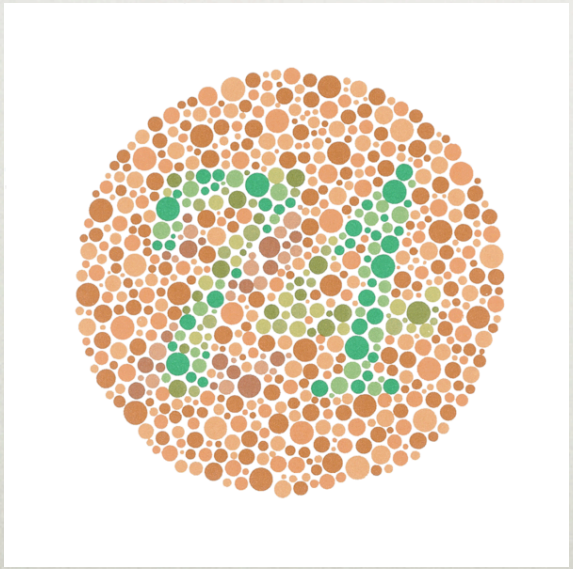
Windows Live
Extending Windows experiences through Internet services
People
Contacts
Presence
Location
Availability
Activity
Relationships
Information
Search & Mapping
Portal
RSS Feed
Favorites
File Sharing
Spaces & Weblogs
Windows Live™
User-centric
Consistent look-and-feel
Consistent APIs
PC
Web
Mobile devices
Media Center
Media players & recorders
Game consoles
Email
IM & VoIP
File sharing
Devices

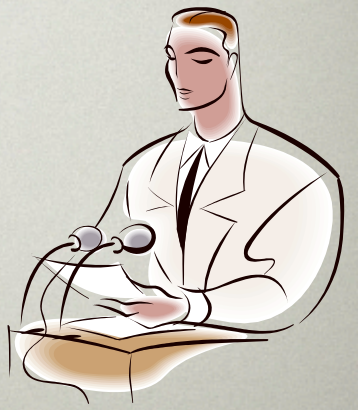
Animations and Transitions

- PowerPoint and Keynote: many fancy animations
- Use them all in a single presentation ;-)
- Keep the audience awake
- Distract them from the content
- An image is worth a thousand words

Bad Graphics

- Do not explain any numbers
- Never label axes
- Use green and red to figure out who is color blind
- Add as many clip art figures as you can find

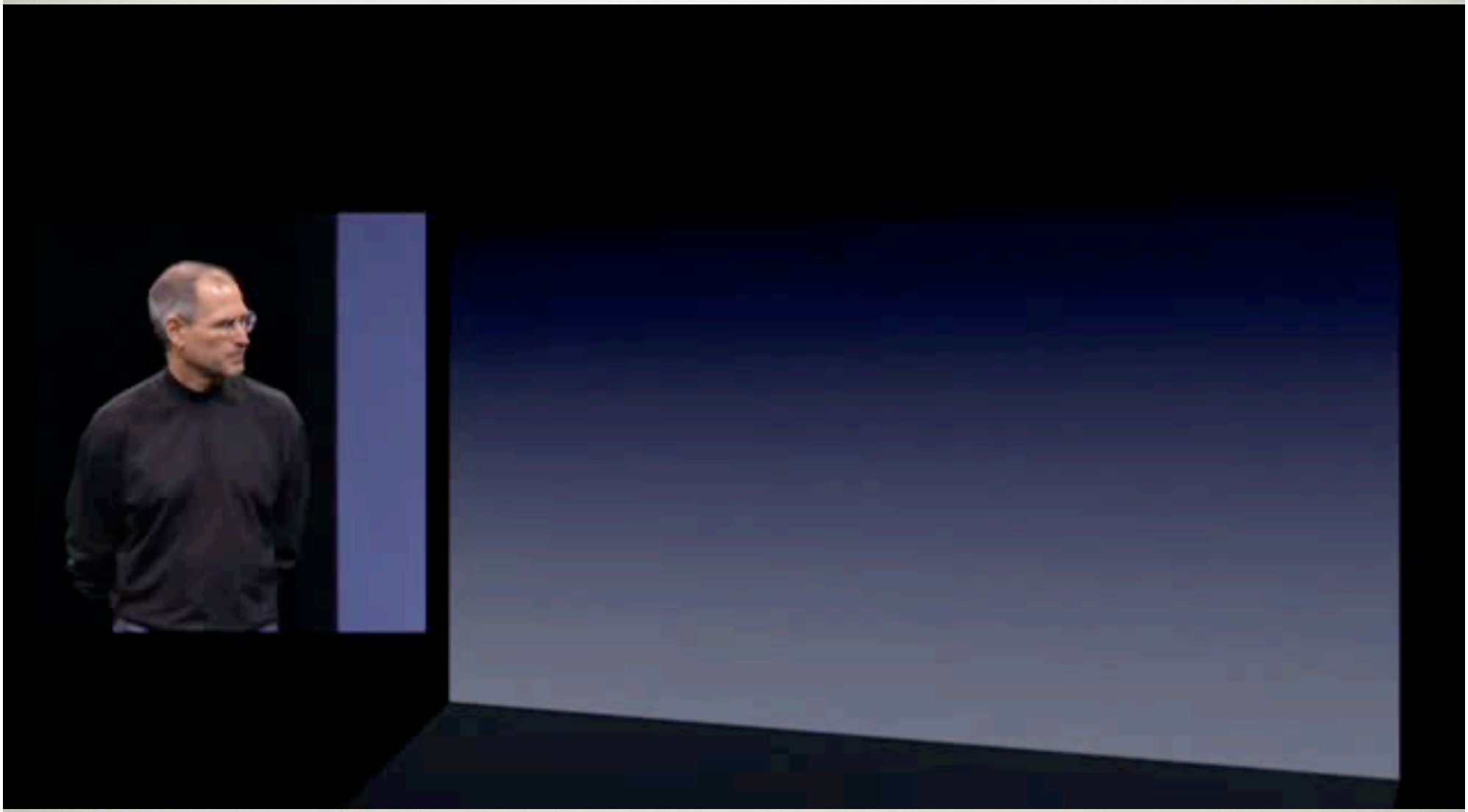




The Microsoft "Live" Platform
People Network
Search Network
Ad Network
Windows Live
Office Live
XBOX LIVE
Other Experiences from Microsoft & Others
Microsoft Windows
Microsoft Office
XBOX
Other Software
Microsoft-based Devices
Other Devices

Adoption and Delivery Model
Discover
Learn
Try
Buy
Use
Recommend

cnet



Tips on Speaking

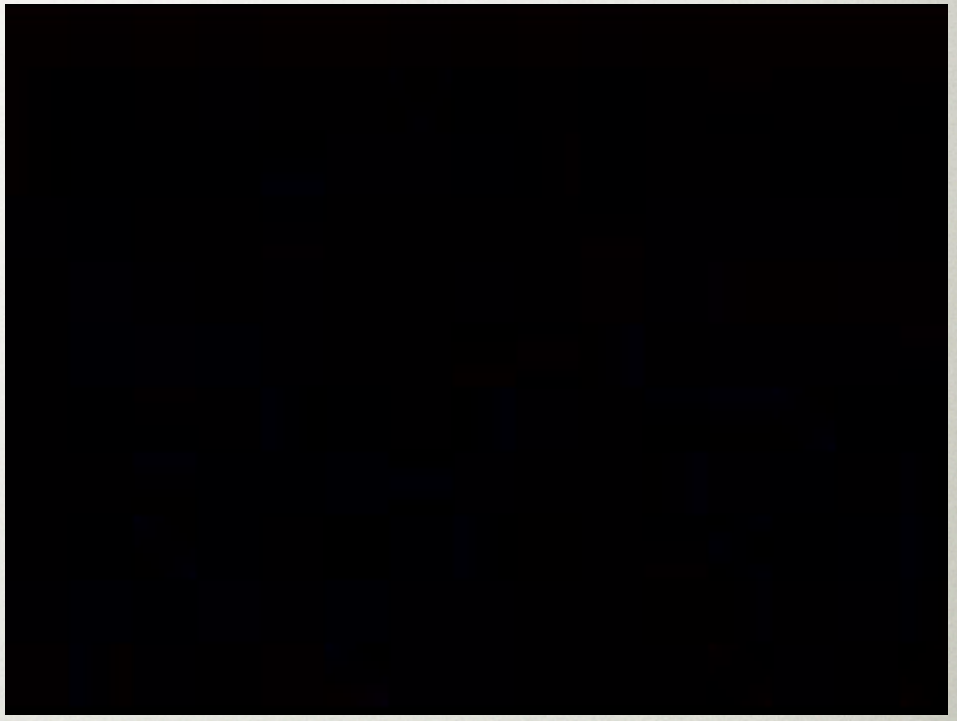
- Exercise, practice speaking out loud
- Practice in front of people
- Speak loudly and/or into the microphone
- Modulate your tone while keeping the rythm
- Learn text by heart if necessary
- Do not read text on slides or any other document
- Stay within the allocated time

Tips on Slides

- Slides and spoken word complement each other
- Minimize the number of words
- Use spellchecker
- Use graphics only when helpful
- Use large fonts (>= 20 points)
- Avoid fancy transitions
- Use templates (in PowerPoint, Keynote)
- End with slide driving home main points

Tips on Body Language

- Dress adequately
- Avoid nervous motions
- Move, walk, use your hands
- Maintain eye contact with audience



Summary

- Know your subject
- Keep it simple
- Practice