

# Tips for Public Speaking

Presentations are mostly practiced by students and professionals, and they are a great way to convey ideas as well as educate and convince people. Giving a presentation is not an easy task; it requires substantial research, organization, public speaking skills, and self-confidence. A good presenter has the ability to engage his or her listeners from beginning to end and compel them to take action (in some cases the action is giving a high grade in CS179!). Here are some useful tips and tricks for effective presentations, as well as links to related websites.

## Organizing Your Presentation

- Choose an appropriate presentation structure: topical, chronological, classification by categories, problem and solution, or cause and effect.
- Divide the body of your presentation into three to five main points.
- The conclusion should include a summary of the main points of the presentation and leave the audience with something that is worth remembering and pondering.
- Include questions in your presentation, which should be asked once every 10 minutes to engage the audience.
- The final slide should contain a message thanking the audience, your contact details, and information about the availability of speaker notes, materials, and feedback tools.

## Public Speaking Tips

- Avoid slang and jargon. Exception, if you are sure all the audience knows the jargon, such as a technical conference.
- Use anecdotes and practical examples to make complicated concepts more comprehensible.
- Speak in varying tones and pitches to give emphasis to certain words and ideas.
- Deliver your speech slowly and clearly.
- Make sure that the people sitting at the back of the hall can hear you clearly, but do not speak so loud that it appears as if you are shouting.
- Leave your arms on the podium or by your sides when you are not using them to make gestures.  
When gesturing, make sure that it is natural and spontaneous.
- Maintain eye contact with the audience.
- Wear clothes with simple cuts and neutral tones, and make sure that they are comfortable.

## Presentation Design

- Do not overload slides with a lot of text. (busy slides)
- Use the PowerPoint Notes (or similar) to remind yourself what to say when a certain slide is being shown.
- Prepare a Table of Contents slide with the “Summary Slide” feature.
- Include a slide that shows your team/company logo.
- Try to make the length of text lines similar throughout the slide.
- Recommended font for slide title is San Serif, and font size should be 44.  
Font size for subtitles should be 28 to 34, with bold font.
- Use dark font over light background and light font over dark background to enhance clarity.
- Use graphics when appropriate, but avoid complex animations unless you really need them.
- (PowerPoint only) You can press “W” or “B” to clear the screen temporarily during your presentation, and resume the presentation by pressing “Enter”.

## Charts, Facts, and Statistics

- Use as few numbers as possible during your presentation, preferably, no more than 12 numbers, because they can cause confusion.
- Try not to use more than one number in a sentence.
- Round numbers up to the nearest whole number.

- Use a smaller font to cite sources for statistics.
- Label all your charts clearly.
- Numbers in charts can be difficult to view and understand. Try to find ways other than columns and rows to present your data.