



GEN 1004 COMMUNICATION SKILLS

Technical Presentation Comments on your Presentations

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Comments on Your Presentations: Style and Layout

- 1- The first slide should contain the clear topic title, presenter's names and their affiliation, date, institution's name and symbol.
- 2- The second page should include the objectives of the presentations. The objectives should be clear and coherent.
- 3- It is better to use a white background. Very dark background can have a negative effect on the audience. Also the background should not contain too much graphics that can cause distraction.
- 4- The slides should not contain a lot of empty spaces. You can increase the font size or combine multiple slides.
- 5- The slides should not contain a lot of writing or paragraphs. Just write simple sentences. The audience should be listening to you, not be reading from the slides.
- 6- Do not use too much animation while transitioning between points. Just use the simple "appear" animation.
- 7- Your topic or the contents should be on the level of your audience. If the level is too high, they will not understand it, and if it is too low, then the objective does not add any value to your audience.
- 8- You should add a summary or a conclusion slide.
- 9- You should add a last slide indicating that the presentation has ended. (e.g. Thank you for your time, any questions, etc...)
- 10- The font should be compatible with the room size. For our lecture room, the font size can be between 24-28.
- 11- Be careful when using humor. Some audience may find this unprofessional.
- 12- The style and layout should be consistent for all slides.



Comments on Your Presentations: Presentation, Speech and Body language

- 1- Willing is important. If you don't like your presentation or do not want to do it, it will certainly be felt by the audience regardless of your skills.
- 2- You must try your equipment and settings where you will do the presentation, if possible.
- 3- You should rehearse multiple times to make sure the smooth transition between points and to check your timing. In professional occasions, you will be forced to end your presentation when your time ends.
- 4- You should not keep reading from your slides, and not be looking at your audience, unless you are explaining something on the screen like a graph.
- 5- Do not speak too fast or too slow. Also, do not look like you are just reciting something from memory.
- 6- Do not move too much.
- 7- Do not ask too many questions to your audience.
- 8- Do not speak in a foreign language unless you have to. This can cause the message to be unclear, especially if you have a strong accent.
- 9- When presenting the objectives of your presentation, make sure to show how these objectives are coherent.
- 10- Do not stand in front of the screen.
- 11- The speaker should be the one who has control of flipping the slides.
- 12- You can use note cards to remind you of what you want to say.



Important Notice

Please read **Chapter 8 in Ref[2]** about **Presentation Skills.**

and **Chapter 6 in Ref[5]** about writing letters and **Emails. (There will be a question on the final exam where you will be asked to write a letter or an E-mail)**