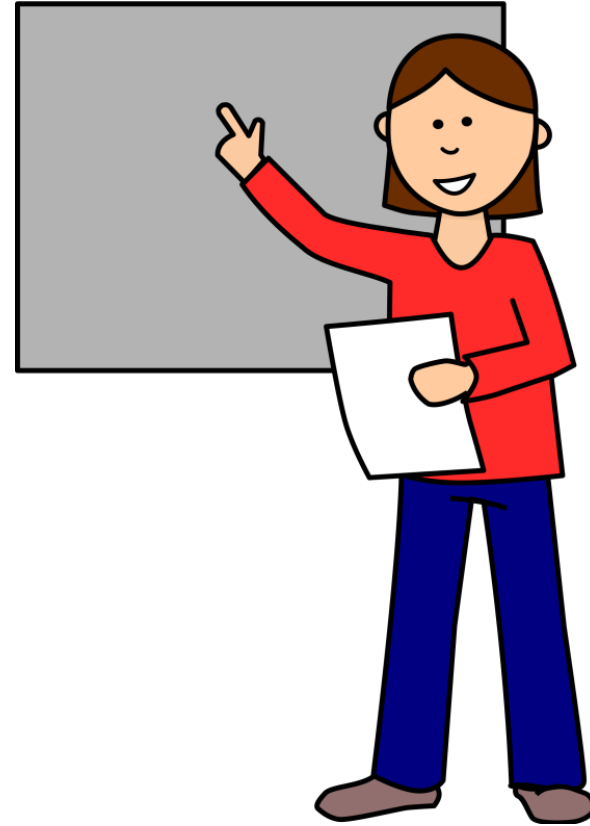


How to Make a Presentation

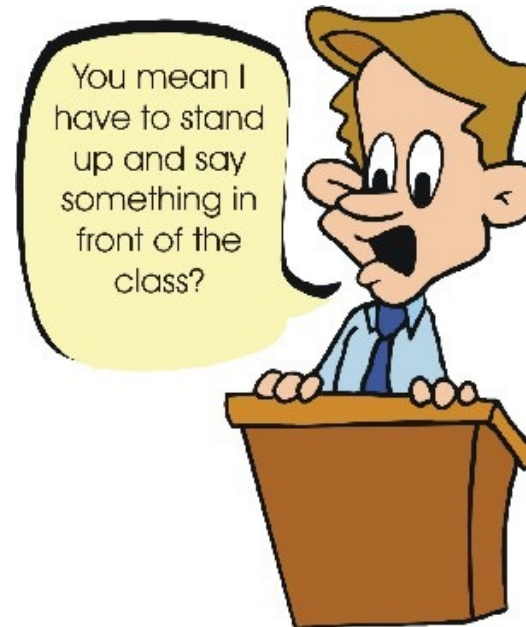
SWEN-261 Introduction to Software Engineering

Department of Software Engineering
Rochester Institute of Technology



Making a presentation can be a frightening experience for some people.

- How to deliver an effective presentation is an important skill for your professional career.
- It would be good for you to be comfortable communicating your technical ideas to others.



But first, let's reflect on that instructor you had whose lectures were just so bad.

- What made them that bad?
 - *Droned on in a monotone*
 - *Spoke too softly for you to hear*
 - *Only looked at the screen or board*
 - *Presented dense slides filled with text, charts, and images that you could not read*
 - *Simply read the text to you*
 - *Material had no apparent organization or flow*
 - *Tried to present too much so rushed or skipped stuff*
 - *Did not seem to know the material very well*
 - *Told lousy jokes*
 - *Never allowed for any questions*
- Make sure your presentation avoids these faults

A presentation is not something that just happens.

- To give a good presentation, especially within the allowed time, takes preparation and organization.
- You need to start with top-level "requirements".
 - *Who is the audience?*
 - ◆ What is their expertise level in the area?
 - *What is the purpose of the presentation?*
 - ◆ What do you want to get across to the audience?
 - ◆ What does the audience want to hear or learn?
 - *How much time do you have?*

Based on the requirements that you have, create an outline for the presentation.

- Your outline can be in terms of slides that you will have in the presentation.
 - *Roughly identify the purpose for each slide in terms of how it will contribute to the overall purpose*
 - *At this top level, identify the flow of information from one slide to the next*
- You will know more details than you will have time to cover.
 - *What are the most important points to hit?*
 - *Where should you spend time on details?*
 - *Two minutes per slide is a good ballpark; unless the slides have minimal information, one minute per slide will be rushing the slide*

Like most things, you will get better with practice.

- Doing more presentations should improve your general presentation skills and reduce anxiety.
- Practicing a specific talk will help you nail it.
 - *Go over it in your head*
 - *Run through it by yourself*
 - *Have the team practice the entire talk*
- Learn from your practice
 - *Carefully note areas that seemed rough*
 - *Use different wording if you stumble on something*
 - *The team should constructively critique each other's section of the presentation*

You must provide graphics to support your design discussion.

- Your documentation will provide many more details than you can give in your presentation.
- You will use a variety of graphics
 - *Break the system into multiple class diagrams that are readable by the audience, i.e. less detail*
 - *Domain diagrams to illustrate entities, attributes and associations*
 - *Class diagrams to define the static structure of your implementation*
 - *Sequences diagrams to show flow of a feature*
- Be clear on the purpose for the slide
 - *Have your diagram target that level of information.*

Finally, you should be proud of the work that you have done on the project.

- Let that pride show through to the audience.
- This is your work!
 - *Tell the audience about what you did.*
 - *It will not be perfect.*
 - *There may be places with critical comments given.*
 - *If you made a truly diligent effort on the project work as a team, you have done what was asked of you.*