

## Oral Presentations : Outline

- Contents
  - Entice viewer with an opening line, leading to problem statement
  - Tell a whole story of a problem and a solution (your design)
    - Describe problem **briefly**
    - Describe how the design works...overview first then a few key features and benefits
    - Emphasize the positive results of your design
    - Conclude with the impact of your design on current state-of-the-art or users
  - Be prepared to improve parts of your presentations “on the fly”
  - Ask viewers periodically if they have any questions
- Two versions
  - Two minute version for casual viewers
  - Five minute version for interested viewers including judges
- Props to be displayed by **other teammates during presentation**  
(This is not covered in text)
  - Make use of prototype, current design, if available, and handout in addition to poster
  - Show shortcomings of current design in problem statement **very briefly**
  - Point out features of the prototype
  - Demonstrate the use of the prototype
  - Point to sections of the poster for the speaker to enable the speaker to keep focus on the viewers
- Body language
  - Look at the viewers, maintaining good eye contact
  - Stand up straight and avoid slouching
  - Stand to the side of the poster
  - Speak up; it’s crowded and a noisy hallway
  - Point to sections of the poster but don’t read directly from the poster
  - Don’t put your hands in your pockets
  - Don’t use note cards.
  - Memorize your opening sentence, if necessary, but not the rest of your talk
- Professional demeanor
  - Dress code
    - Men: Nice slacks, shirt with collar, tie, and possibly a jacket or suit coat
    - Women: A skirt, dress or nice slacks
  - Greet viewers
  - Read body language of viewers to determine understanding
  - Solicit questions during your presentations
  - Thank viewers when they leave