

### **Tips for a good presentation:**

- 1) Remember that your talk is only 10–15 minutes, so try to narrow the scope of your talk to something that can be fully explained in the limited amount of time that you have. Make sure that your talk has a focus, and don't jump from topic to topic. (i.e. Don't try to include history and applications and new technologies all in one talk.)
- 2) Do not wait until the last minute to begin to write your talk, start at least a few weeks in advance.
- 3) Be prepared to answer questions from your audience. Do not put anything on your slides that you are not prepared to explain.
- 4) Don't go off on tangents. Make sure everything on your slides is relevant to your topic.
- 5) The web is a great resource, particularly for general information and images, but it shouldn't be your only source. A textbook, journal article, or interviews with knowledgeable individuals might be required for a deeper understanding.
- 6) Try not to read your slides. Use them to list talking points and visual images, but try to engage your audience while you are speaking.
- 7) Remember to try to aim at a level that can be understood by your peers.