

PRESENTING SKILLS: HOW SHOULD YOU PREPARE YOUR SLIDES?



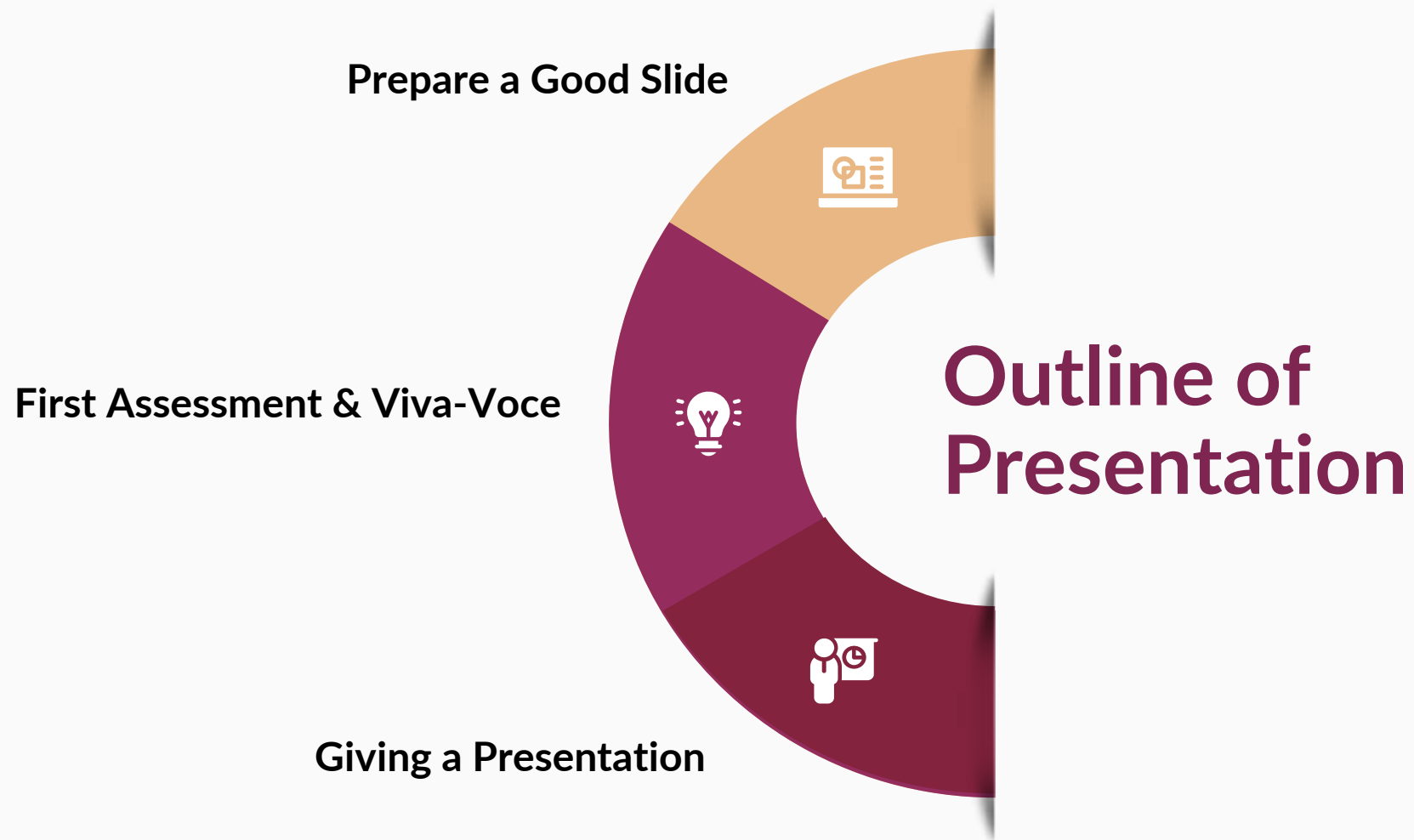
UTM
UNIVERSITI TEKNOLOGI MALAYSIA



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AAAG MONTHLY SEMINAR
24 OCTOBER 2021 (SUNDAY)

innovative • entrepreneurial • global



PART 1 – PREPARING A GOOD SLIDE

- Think about the presentation beforehand.
- Be very clear about how much time you have.
- Be very clear about your key message.
- Each slide should normally contain around 25-35 words.
- Every page needs to have a page number.
- Keep the lettering simple: Use no more than three different font sizes.
- Make copies of your slides available.
- E-mail your presentation to your supervisor in advance.

PART 1 – PREPARING A GOOD SLIDE

- Ensure that the slides look good.
- Make appropriate use of pictures.
- Structure your message
 - **KISS (Keep It Short and Simple) is a well-known acronym for making effective presentations**
- Know your audience.
- Rehearsing.
- Be able to answer all questions.

USE A TEMPLATE

- Use a set font and color scheme.
- Different styles are disconcerting to the audience.
- You want the audience to focus on **what** you present.
- **One** concept per slide.
- **Single** slide should display few key points on it.
- **Avoid** text in the form of long sentences.
- Use clearly **visible** and **understandable** diagrams, tables, charts and graphs to enhance the meaning of the text to be presented.

UTM Powerpoint Presentation Official Template 2021

Dear UTM Community, we know that you are actively involved in various university-related activities (teaching, research, conferences, webinars, marketing). It is more apparent now that virtual engagements are a norm and the opportunity to increase UTM visibility is endless.

Hence, let us introduce the latest UTM PowerPoint templates to ensure that the UTM brand is communicated with consistency and uniformity.



Latest Powerpoint template can be downloaded here: <https://brand.utm.my/project/presentation-templates/>

FONTS

- Choose a **clean font** that is easy to read.
- **Roman and Gothic** typefaces are **easier** to read **than Script or Comic**.
- Stick with **one or two types of fonts**.

FONT SIZES

- It depends on the size of the screen.
- Some guidelines for font sizes that will almost always work well:

Title Font – between 36 and 44 point.

Body Font – between 24 and 32 point.

BULLETS

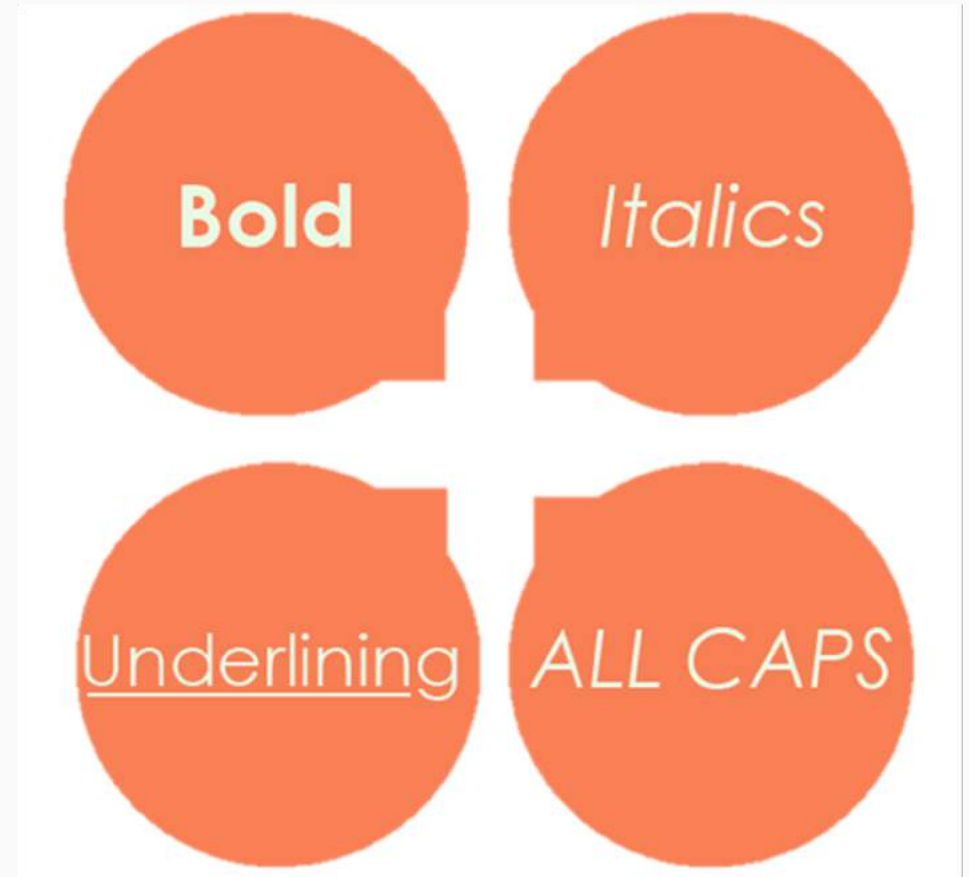
- Keep each bullet to **one line, two at the most**.
- **Limit** the number of bullets in a screen **to six**.

COLORS

- **Reds** and **oranges** are high-energy but can be difficult to stay focused on.
- **Greens**, **blues**, and **browns** are mellower, but not as attention grabbing.

CAPS AND ITALICS

- **DO NOT** use all capital letters
 - Makes text hard to read.
 - Conceals acronyms.
- Italics
 - Used for “*quotes*”.
 - Used to *highlight* thoughts or ideas.
 - Used for book, journal, or magazine *titles*.

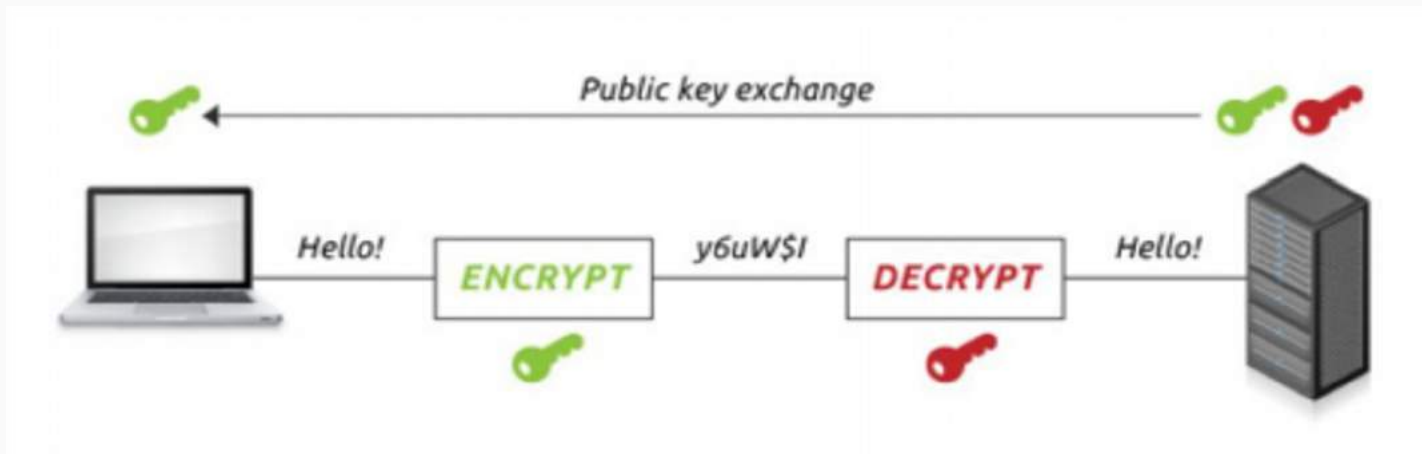


BACKGROUND

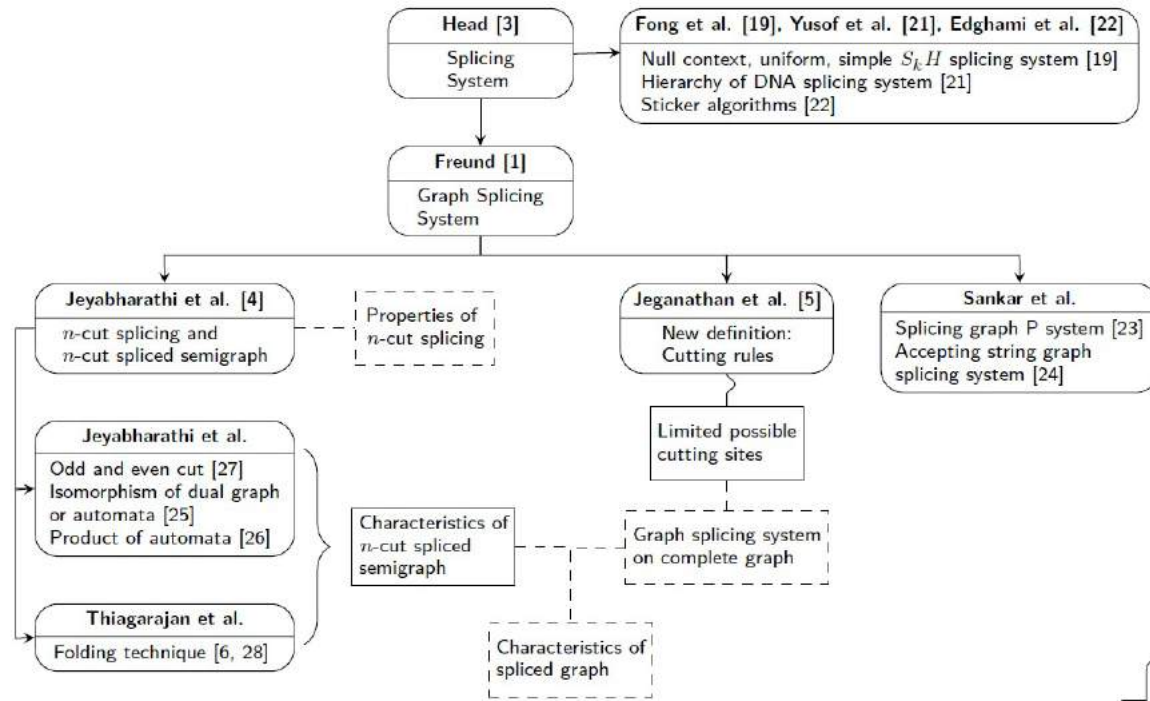
- A white on a dark background is used for presentation:
 - as the author assumes most users will view the presentation on their own computer.
 - in a small room.
 - as having a darker background on a computer screen **reduces glare**.

ILLUSTRATIONS

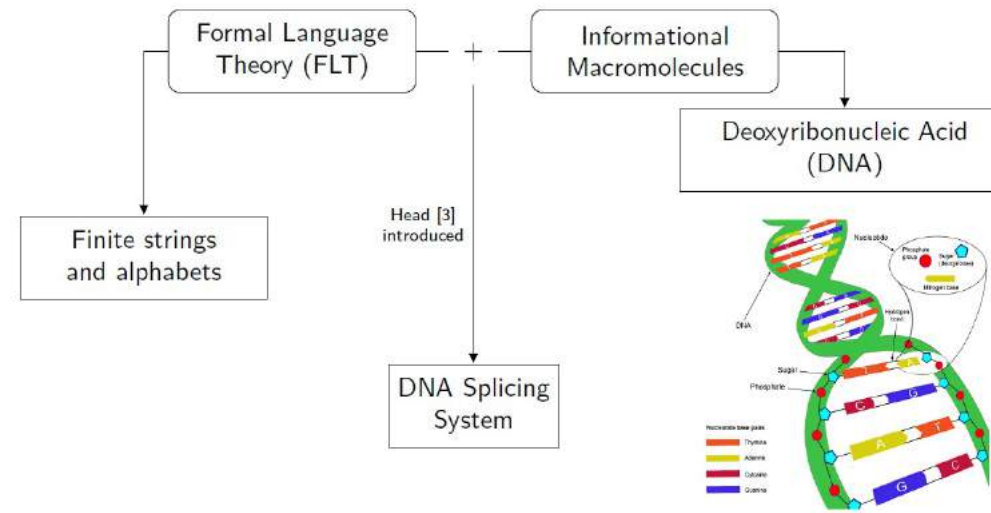
- Use **only when needed**, otherwise they become distracters instead of communicators.
- They should relate to the message and help make a point.
- Ask yourself if it makes the message clearer.
- **Simple diagrams** are great communicators.



FIGURES, TABLES, FLOWCHART



Author	Year	Description
Freund [1]	1995	Introduced graph splicing systems, regular and non-regular graph splicing systems.
Jeyabharathi et al. [4]	2011	Introduced n -cut splicing.
Jeganathan et al. [5]	2007	Defined the cutting rules as a new definition of splicing rules.
Sankar et al. [23]	2012	Studied the splicing graph P system with conditional communication.
Sankar et al. [24]	2014	Introduced the accepting string graph splicing system, where the initial string graph is approved when a permitting string graph is obtained.

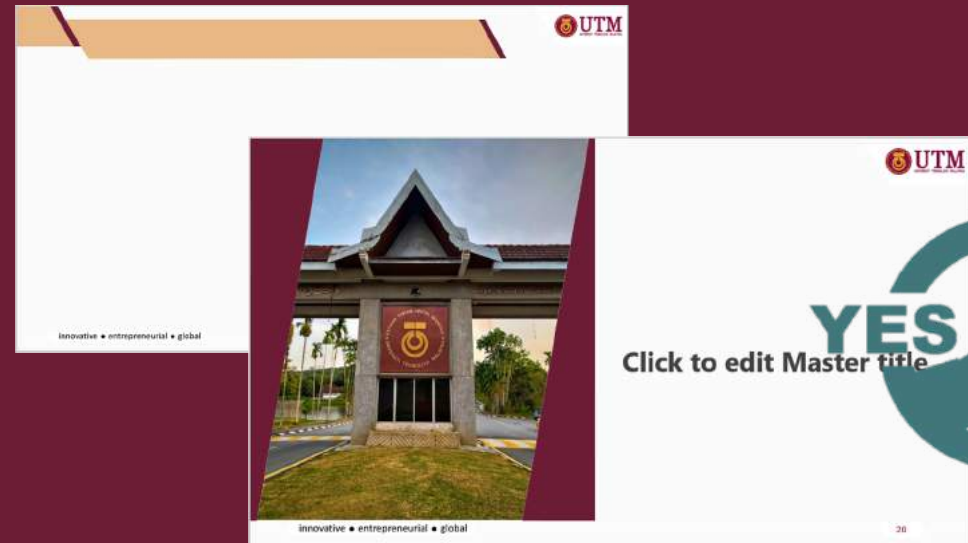


PART 2 – FIRST ASSESSMENT & VIVA-VOCE

- Presentations are **limited to 20-25 minutes**.
- Presentations are to be **spoken word** (eg. no poems, raps or songs).
- Presentations are considered to have commenced when a presenter starts their presentation through either movement or speech.
- **Q&A session** will be done after the presentation. The question will be based on the presentation and the dissertation/thesis sent.
- Result will be given based on **dissertation/thesis, presentation and Q&A session**.

PART 2 – FIRST ASSESSMENT & VIVA-VOCE

- **20 - 40 slides** would be just right (depend).
- Nice template (not bright colors).
- No glaring errors or typos.
- Appropriate illustrations.
- Enhances the oral presentation.
- Use time wisely.



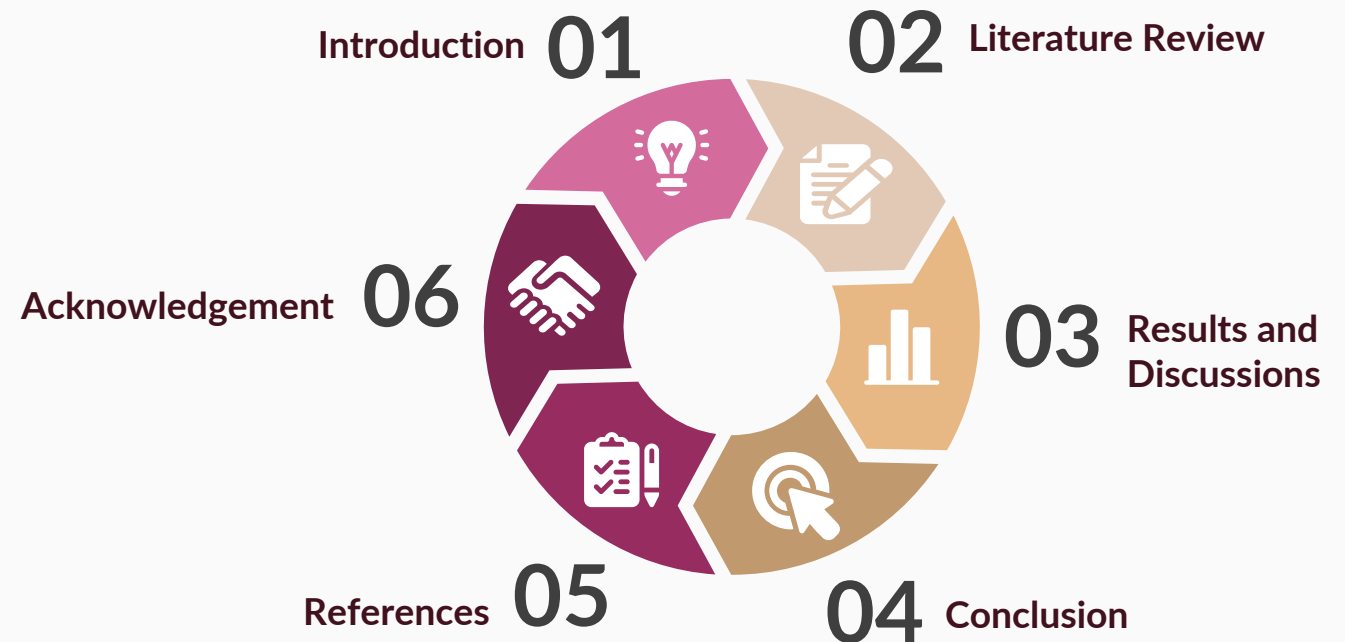
CONTENTS OF THE SLIDES

- **The first slide** should announce the title of your presentation, the event and date, your name, supervisor's name and your faculty.
- **The second slide** should set out the structure of your presentation or known as the presentation outline.
- Covers the most **essential parts** from the point of view of your listener (examiners, chairperson).
- Ensure that the sequence of your slide's '**flows**' from one to another.
- Each slide should be **concise** and include only **key words and phrases** - tendency for long sentences especially for 'review of literature'.

CONTENTS OF THE SLIDES (Cont.)

Your slide should have these sections:

1. Introduction: Research Background, Problem Statements, Objectives, Scope and Significance of Research
2. Literature Review
3. Results and Discussions
4. Conclusion
5. References
6. Acknowledgement



COMMON MISTAKES WHEN PREPARING SLIDES

- Not adequately motivating your idea.
- Not helping the audience understand the “big picture” of the area in which your product fits.
- Not covering existing alternatives and what specific novelty you are offering.

PART 3 – GIVING A PRESENTATION

- Sit or stand not too close and not too far from the camera or device (at least showing upper part of the body).
- Use pointer/mouse to show which part is being presented.
- Practice your presentation as many times as possible, and time yourself.
- Avoid reading from the screen or notes when you present. Remember, you should be speaking, not reading!
- Maintain eye contact with your audience and mind your body language.
- Stay calm, be confident and just relax.

- **Be Heard** - Make sure your audience can hear you.
- **Air Intake** - will help you **control the volume** of your voice.
- **Vary your voice** - change your speed, pitch and volume.
- **Fluency** - Avoid saying words when you stop, such as: “Um”, “Er”, “Like”, and “You know”.

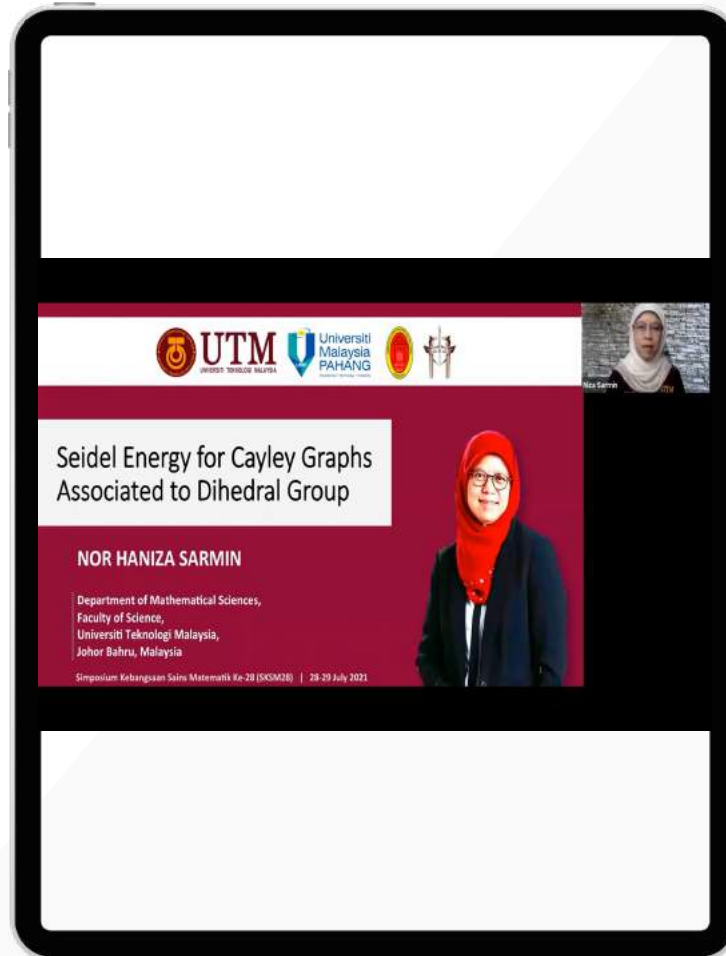
BODY LANGUAGE

- **Smile** - **positive attitude** rubs off on the audience.
- **Eye Contact** - **builds trust** with the audience, so look straight at them.
- **Gestures** - Try to make sure gestures are smooth and natural and **do not** use too many.
- Keep your hands **out of your pockets**.
- **Shoulders** - keep your shoulders straight.

- Shirt with a tie/blazer/suit or proper attire.
- The darkest neutral colors that suits you.
- Neat hairstyle (men and women).
- Straighten your tie (men).



RECORDING DEVICES



- Choose and use a device with the best quality you have.
- Make sure the recorded video and audio are clear to see and hear.
- Use accessories such as earphone or airpod if your device could not catch your voice clearly.
- Avoid using headphone (to looks neat).

SOME OPTIONS FOR RECORDING METHODS

1. Zoom Recording

- Screen sharing your presentation slides
- Start your presentation and record the presentation by using the recording feature
- Save your recorded presentation and edit the unwanted part of your presentation
- Trim your recorded presentation to follow the time allowance



SOME OPTIONS FOR RECORDING METHODS

2. Through **Powerpoint** Screen Recording

- Under the recording tab, click the “Record Slide Show” down button and choose “Record from Beginning...”
- Click “Record” to start your recording and “Stop” to stop recording. You can replay your recording by clicking “Replay”
- After satisfied with your recording, click “Export to Video” to save your recorded video
- Trim your recorded presentation



SUMMARY

- Don't use fancy typeface – use fonts that easy to read; sans-serif fonts such as ARIAL are easier to read than serif fonts such as TIMES NEW ROMAN.
- Don't mix and match fonts.
- Don't be afraid to use boldface.
- Use *italics* judiciously: they are hard to read in smaller size and form a distance.
- Use big fonts – big enough to read from the back of the room.
- Every slide in your presentation should have a title.
- Don't put too much text on a slide.

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- Stevens, M. (1996). *How to be Better at Giving Presentations*. London: Clays Ltd, St Ives plc.
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- Jay, R. and Jay, A. (2004). *Effective Presentation: how to create and deliver a winning presentation (3rd Edition)*. Great Britain: Prentice Hall Business.
- <http://www.rogerdarlington.me.uk/Presentation.html>
- <http://www.lrc.centennialcollege.ca/tutorserv/Presentations/Presentation%20Skills.html>



THANK YOU



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In the Name of God for Mankind

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Credit to: Muhammad Nur Syiham Abdul Razak &
Nur Athirah Farhana Omar Zai