


HOW TO DELIVER A GREAT PITCH?

SHARING SESSION FOR FYP STUDENTS
18 OCTOBER 2021 (MONDAY)
4 – 5 pm



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Table of Content

- 
1. Prepare a good slide
 2. SSCU 4902 – Final Year Project 1
 3. SSCU 4904 – Final Year Project 2
 4. Record presentation video

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
- E-mail your presentation to your supervisor in advance
- Make copies of your slides available
- Each slide should normally contain around 25-35 words

PART 1 – PREPARING A GOOD SLIDE

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

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, not the way 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

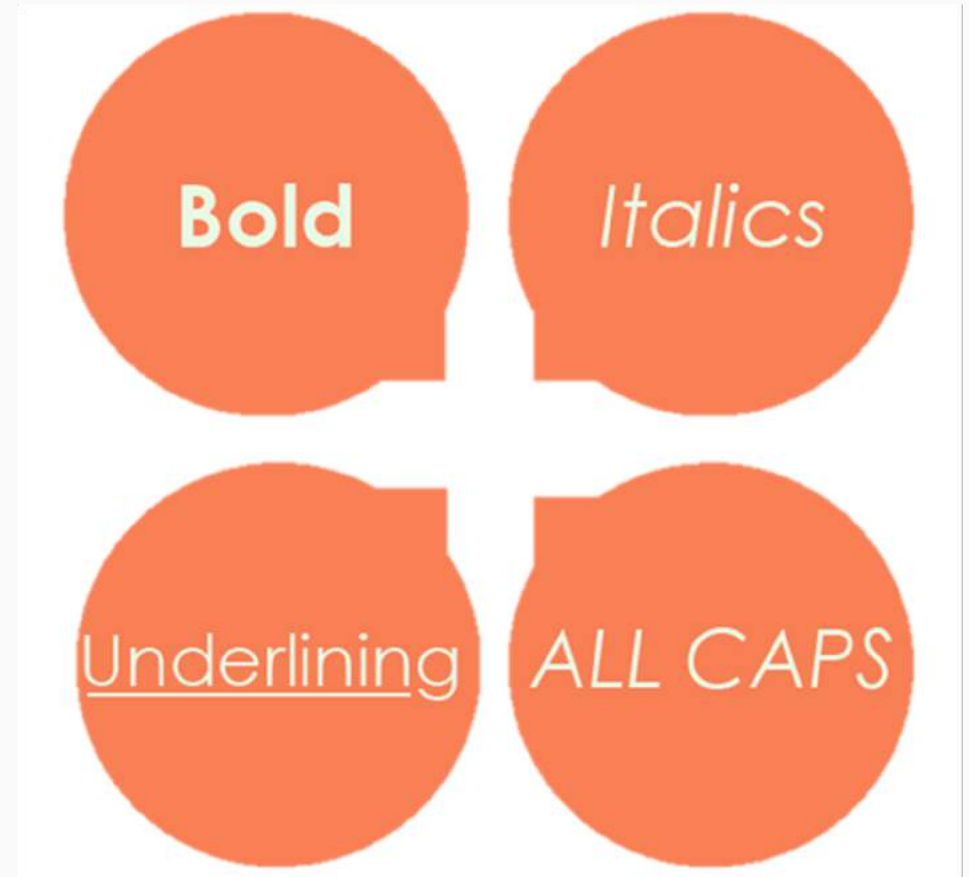
- Keep each bullet to **one line, two at the most**.
- **Limit** the number of bullets in a screen **to six**.

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*

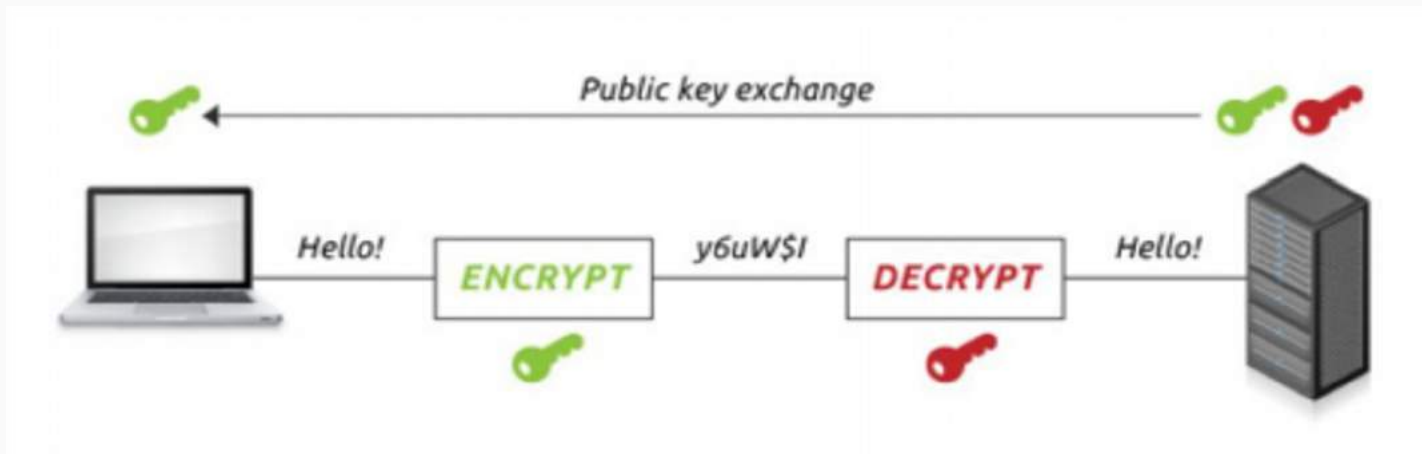


BACKGROUND

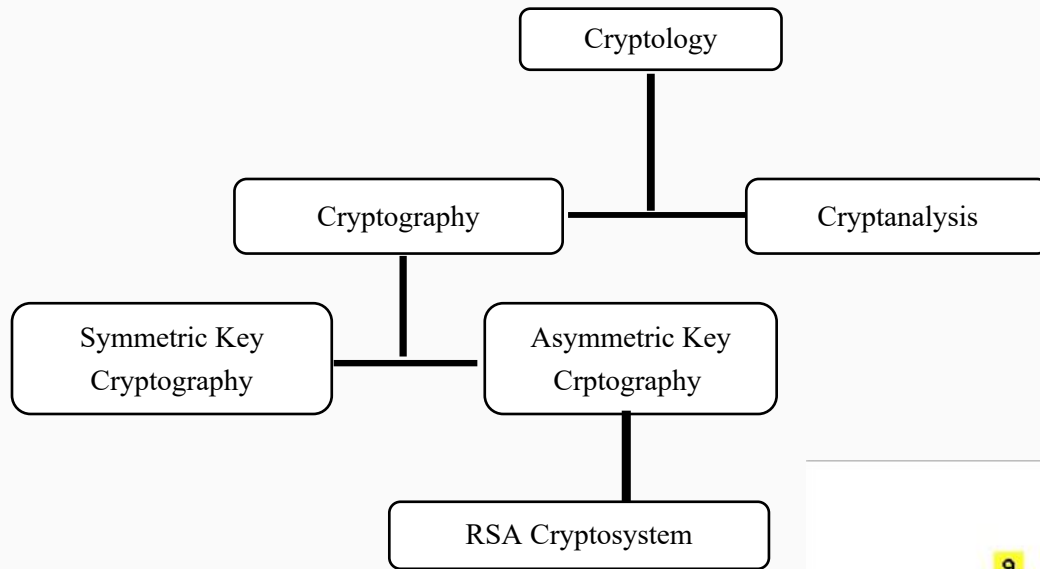
- A white on a dark background is used for presentation as:
 - The author assumes most users will view the presentation on their own computer.
 - **Having a darker background on a computer screen reduces glare.**

ILLUSTRATIONS

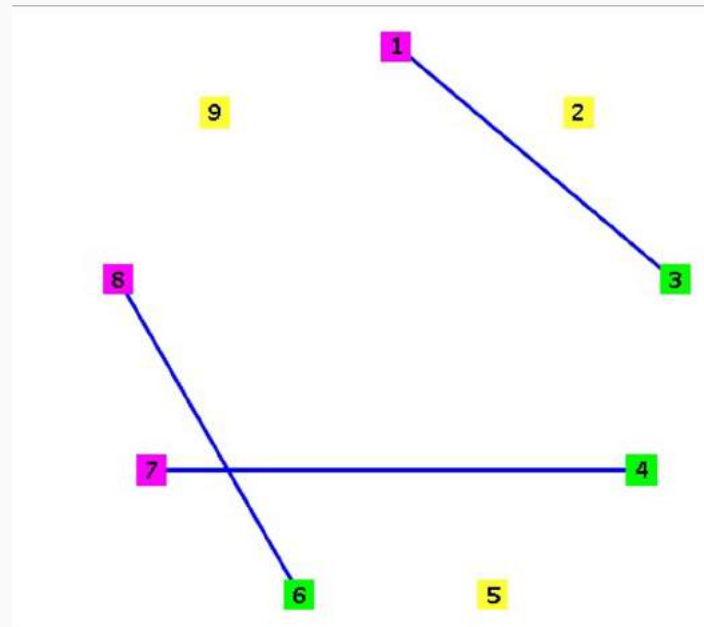
- Use **only when needed**, otherwise they become distracters instead of communicators
- They should relate to the message and help make a point
- Ask yourself if it makes the message clearer
- **Simple diagrams** are great communicators



FIGURES, TABLES, FLOWCHART



Public Keys	$N = 55913, e = 2447$
Private Keys	$d = 8303$
Phony Public Keys	$f = 5621$
Phony Private Keys	$g = 361$
Phony Modulus	$X = 549121$
Plaintext	$m = 123$
Ciphertext	$c = 548744$



PART 2 – SSCU4902 (FINAL YEAR PROJECT 1)

3 MINUTE PROPOSAL PRESENTATION (3MP)

- Presentations are **limited to 3 minutes maximum** and competitors exceeding 3 minutes are disqualified.
- 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.
- Participation has to be **verified by faculty**.
- The pre-recorded poster presentation will be fully made available on our JSM YouTube channel as unlisted video.
- **Q&A session** will be done after poster assessment. Nominated participant will be contacted for date of online Q&A session.
- Marks will be given based on **poster design and content, video presentation and Q&A session**.

SLIDE PREPARATION

- A single static PowerPoint slide.
- No slide transitions, animations or movement' of any description.
- Slide is to be presented from the beginning of the oration.
- No additional electronic media (e.g. sound and video files).
- No additional props (e.g. costumes, musical instruments, laboratory equipment).

CONTENT OF THE SLIDE

- Your poster should have these components: Problem Statements, Objectives, Methodology and some Preliminary Results.
- Avoid clutter: Organise your components well.
- They should be read from left to right, and top to bottom.
- Keep the lettering simple: Use no more than three different font sizes. The smallest font should be large enough to be read from 1.5 m away (usually 24 pt).

CONTENT OF THE SLIDE



**Problem
Statement**



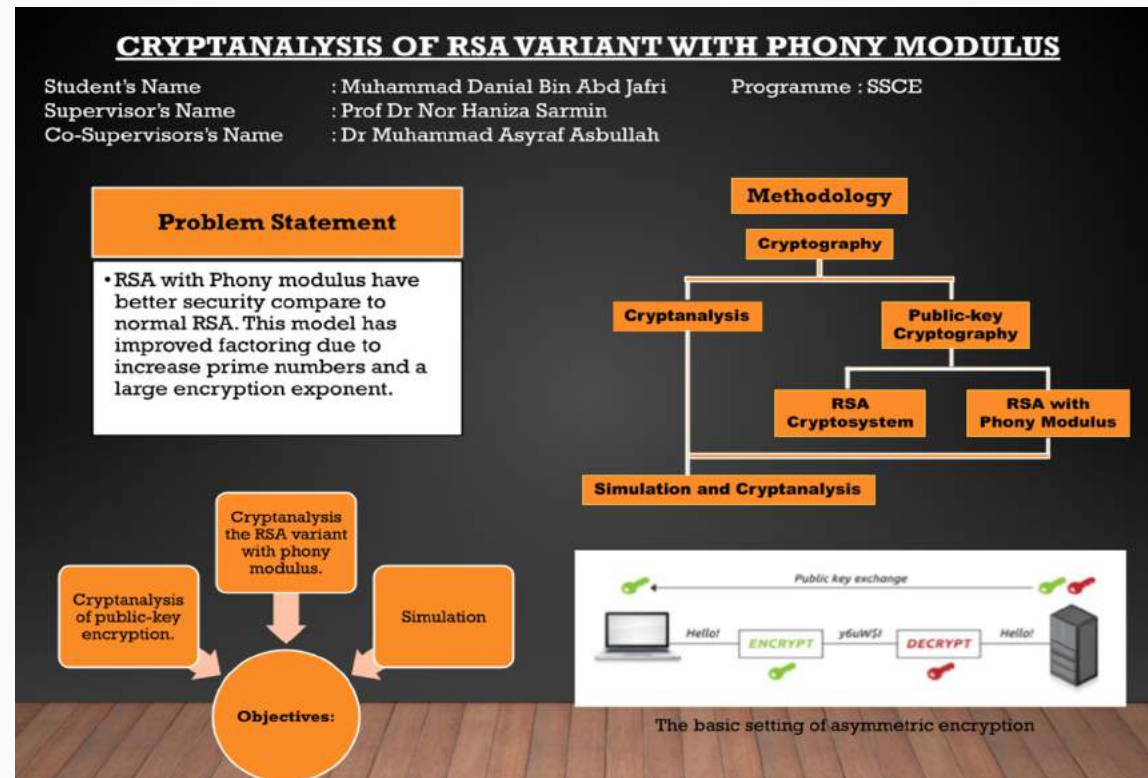
Objectives



Methodology

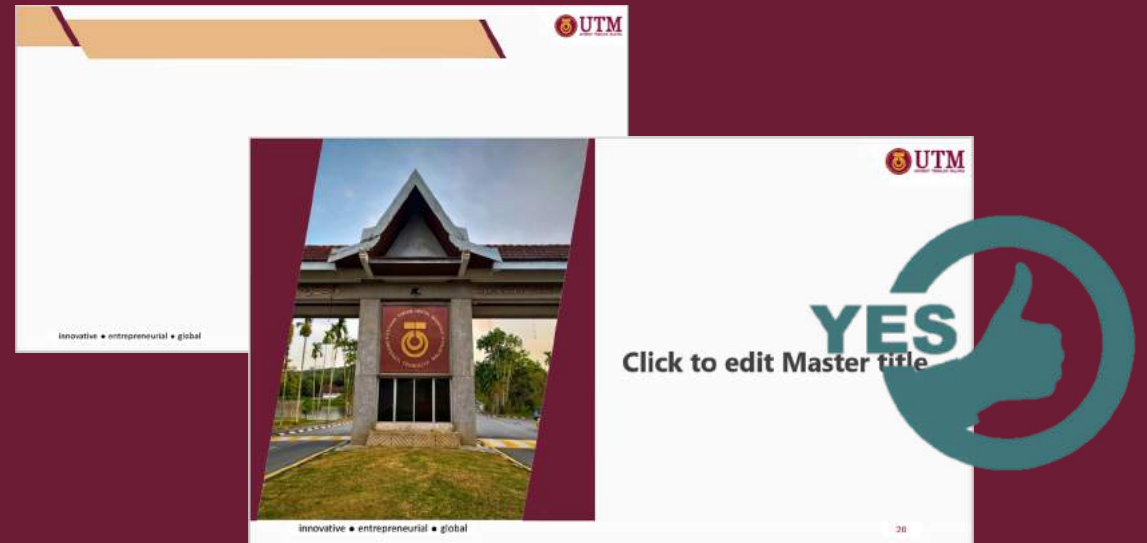


**Preliminary
Results**



PART 3 – SSCU4902 (FINAL YEAR PROJECT 2)

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



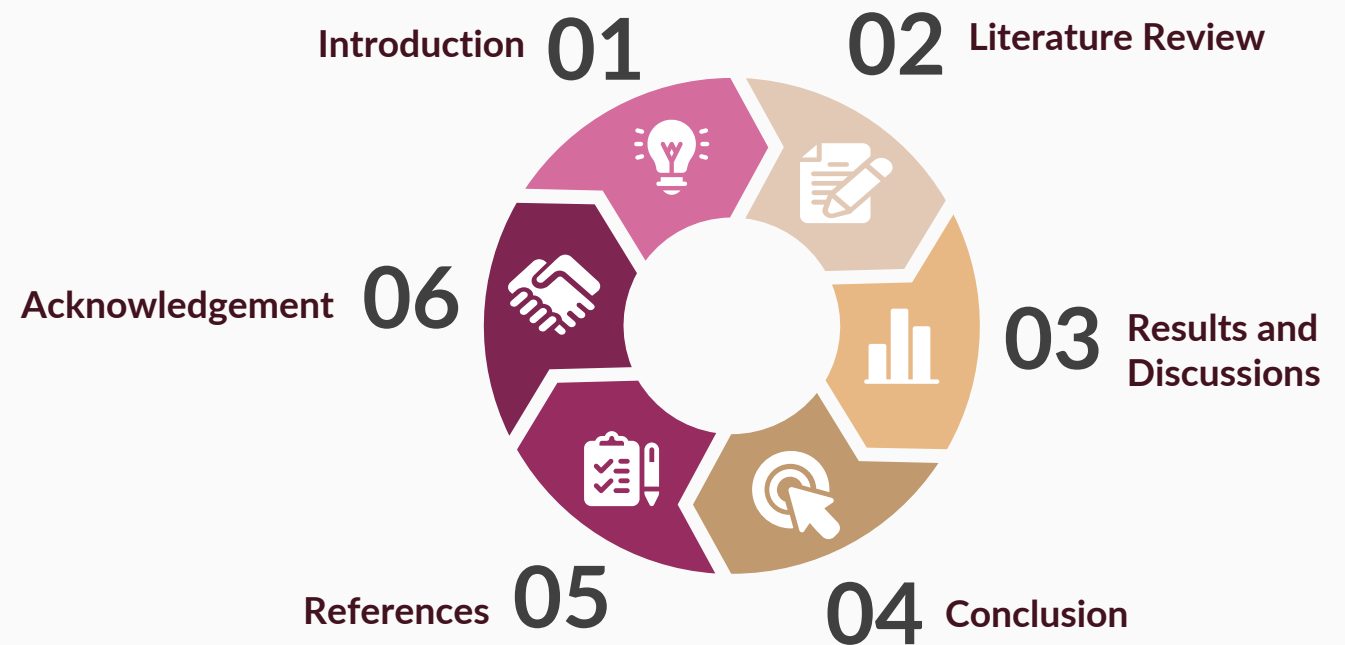
CONTENTS OF THE SLIDES

- **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

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

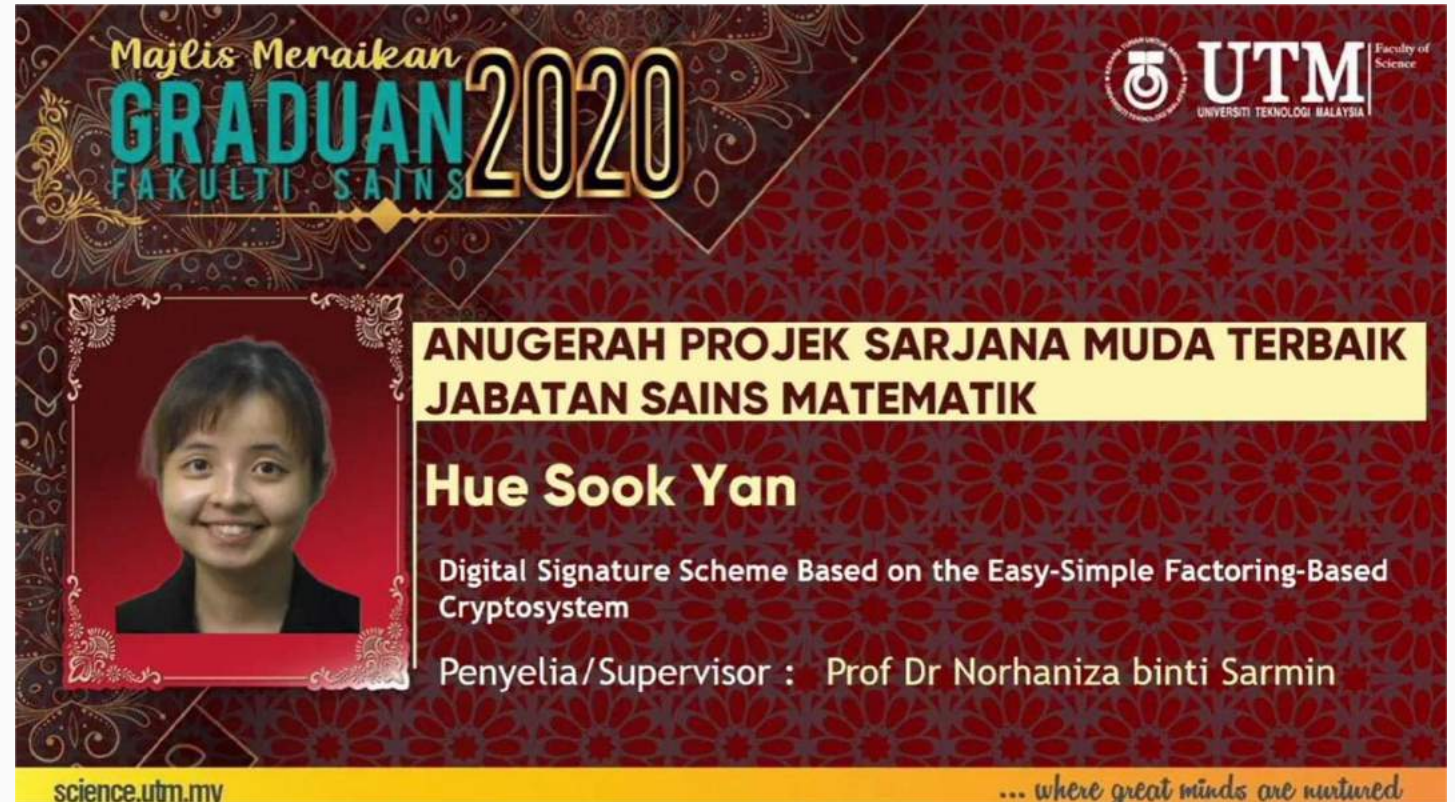




COMMON MISTAKES WHEN PREPARING SLIDES

- 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
- Not presenting a realistic picture of how the cost of the project justifies its value

MY PSM STUDENT – Hue Sook Yan



Example of Presentation

- Using UTM template
- Clear font and color
- Clear video
- Clear audio



<https://www.youtube.com/watch?v=r59Vh8SgsyU>

Prepare for Expected Question

1. Why you choose this topic?
2. What is your problem statement?
Focus on explaining the gap of your research or the problem that want to be solved
3. What are the research questions or research objectives?
4. Questions on your literature reviews
5. What is the method or design that have been used to solve the problem?
Research design or method is used to solve each of your objective. Different objective might use different method to be solved.
6. Questions on your results:-
Notes that your results answering all of your objectives. Your research must be aligned from the problem statement to the research objectives until your results.

PART 4 – RECORD A PRESENTATION VIDEO

- For video - 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 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.
- Always remember that the audience wants you to succeed. So, do not be intimidated by them.
- 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”, “You Know” and “Kan”.

BODY LANGUAGE

- **Smile** - **positive attitude** rubs off on the audience
- **Eye Contact** - **builds trust** with the audience, so look at them and the instructor
- **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

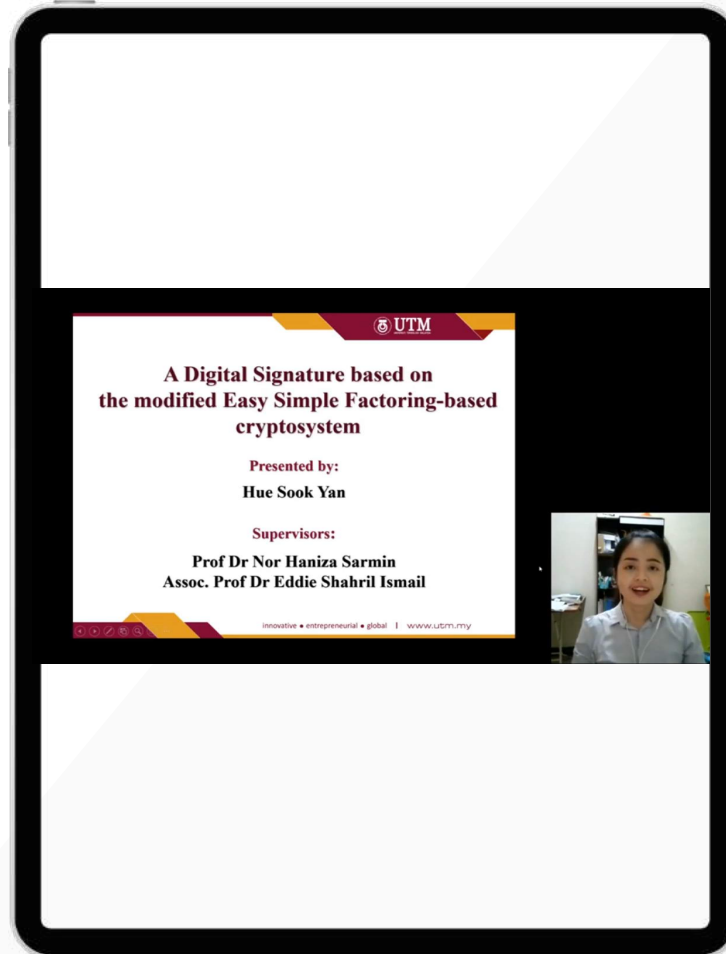


- Shirt with a tie/blazer/suit
- The darkest neutral colors that suits you
- Conservative hairstyle (men and women)
- Straighten your tie (men)



- Extremes of fashion (short skirts, glaring color, bow tie)
- Tight clothes that inhibit your movement
- Jewellery that jangles when move
- Old-fashioned style
- Put pens in your shirt or jacket pocket – you don't want to look like a nerd

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 look neat)

SOME OPTIONS FOR RECORDING METHODS

1. Record your video through **Zoom**
 - 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
2. Record your video 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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THANK YOU!



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Nur Athirah Farhana Omar Zai