

# How to make a good presentation

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## Overview

- Structure of presentation
- Slides format
- Additional hints

## Structure of the presentation

- Title of presentation (First page)
  - Names of presenter
  - Affiliation (optional)
- Overview
- Introduction
- Core Part
- Summary and/or conclusion
- References

## Slides Format

- A title on each slide
- Bullets with keywords
- No sentences
  - Avoid to read
  - Forces you to “talk”
- Choose right size for characters
  - Not too small, not too **big**
- Choose **right** colours
  - We must see what is written

## Presentation Length

- Average length
  - 25 min presentation
  - 5 min questions
- Length per presenter
  - At least 5-10 min/person
  - To be adapted with the size of the group
- Number of slides
  - 1 slides lasts 2-3 mins
  - No more than 15 slides

## Additional Hints

- Avoid plagiarism!
  - Clearly reference the sources (on the slide)
  - Use “ ” if you copy a text
- Insert figures
- Use ppt animations

## Conclusion

- These slides are supposed to be self-contained 😊
  - Use them as a template
- We have reviewed
  - How to make a basic presentation
  - Content, structure and format

## References

- Put any additional reference you used here