

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