

How to give a “good” oral presentation

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1

Outline

1. General guidelines
2. Organising your talk
3. Designing slides
4. Giving a talk
5. Examples of slide design and organisation



Slide 2



2

Things to consider

Limit your slides

- Aim for a slide per minute
- 35 slides for a 40 minute talk
 - 5 minutes for questions

Practise your talk

- Allows you to keep to the allocated time
- Does the sequence of steps make sense



Slide 3



3

Things to consider

Avoid crowding the slides with many figures

- Do I need all of these figures on this one slide?

Avoid having a lot of text on the slide

Everything on the slides should be important for the conclusion



Slide 4



4

Things to consider

You are telling a story about your research

Take your listeners along with you



Slide 5



5

Organising your talk

What problem were you addressing?

What is/are your research question(s)?

How did you go about addressing the question(s) – Methods

What did you find? - Results



Slide 6



6

Designing slides

Choose a font and be consistent

Font size legibility – projector dependent

Colours should provide a good contrast

- Text
- Figures



Slide 7



7

Giving a talk

Have a back up of your talk

- Preferably on a device/location other than the one you will use
- PDF format
 - Different operating systems can render figures differently

Check slide projection

- As above this can affect image rendering

Low awareness habits

- Mannerisms
- Can unwittingly distract audience



Slide 8



8

Giving a talk

Answering questions

Be confident and don't panic

- It is your work even if experts are listening
- Their feedback will enhance your current and future work

Ask for clarification



Slide 9



9

Giving a talk

Acknowledgements

- Participants – (for population based studies)
- Funders – without the (tax payer) money the work can't proceed
- Mentors
- Colleagues



Slide 10



10

Example slide layout

Questions?

Comments?

We will do a dummy presentation and see how we can improve it



Slide 11



11

Outline

Background

Methods

Results

Conclusions

Acknowledgements



Slide 12



12

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