

# Presentations

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## DATA 201: Thinking With Data Winter 2021

Jonathan Hudson, Ph.D  
Instructor  
Department of Computer Science  
University of Calgary

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# Why presentations?

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# Main Components

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- Contents
- Tools
- You

# Contents

# General Structure

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- Title
- Message / Goal
- Outline (maybe)
- Body
- Conclusion / Summary (maybe)

**Pay Attention To**



# Pay Attention To

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- Types of presentation
- Audience
- Time

# Types of Presentation



# Audience



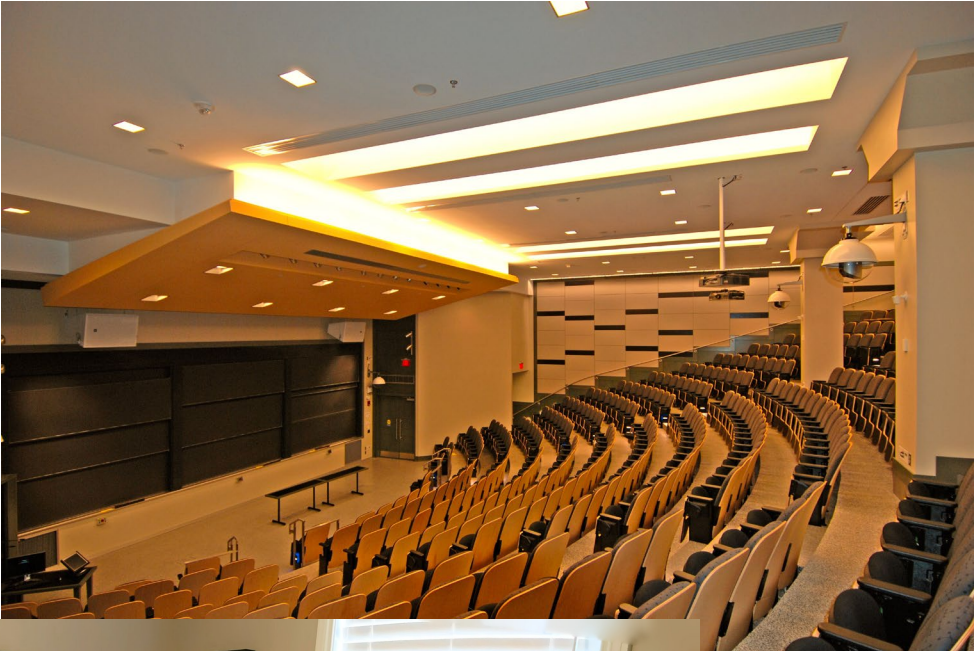
# Time

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# Tools

# Environment





# Slides



# Slides

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- Keep slides simple, what is your core message
  - Focus on your audiences needs
  - Connect content to people (stories)
- Can't listen and read different text at the same time
  - 'Each equation loses half your audience'
- Limit distractions and points of interests in slides
- Typeface

serif vs. sans-serif

- Colours



Slides should be simple because they are just tools to help us deliver contents to the audience. They are not the presentation. In addition, it is difficult to read and listen at the same time. So having a lot of text like this slide is bad.

You should also take typefaces and colours in consideration. It is easier to see sans-serif on screens; serif on paper. Avoid using red and green together to generally advised because red-green colour blind is the most common kind of colour blindness.

This slide has plenty of bad examples. Remember don't do this in your presentations!

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# Do and Don't

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- Less text per slide
- Typefaces
  - San-serif for screen, serif for paper
- Colour
  - Has meaning by itself
  - Red-green colourblind is most common
- Structure does the work for you

**You**

# You

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- Relax
- Enthusiasm and Connection
- Eye contact and engage
- Posture
- Hand gestures
- Voice projection
- Outfit
- Confidence

# 10 bonus tips

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- 1. Practice
- 2. Pause, breathe, continue
- 3. Revise
- 4. Don't worry about making mistakes
- 5. Practice
  - Out-loud, talking is slower
- 6. Practice
  - Use tools, screen switching is slower
- 7. Practice
  - Show some else for feedback
- 8. Practice
  - Others often notice grammar mistakes
- 9. Practice
  - Time yourself
- 10. Practice
  - Everyone gets better with time



# Onward to ... Quantitative Analysis

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Jonathan Hudson  
[jwhudson@ucalgary.ca](mailto:jwhudson@ucalgary.ca)  
<https://pages.cpsc.ucalgary.ca/~jwhudson/>



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CALGARY