

# **Presentation Preparation 2.672**

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# Mechanics of Preparation

## (1) PREPARE OUTLINE

- Logical sequence
- Theme

### **Sequence**

- Introduction
- Experiment
- Theory
- Results
- Summary/ Conclusions

# Mechanics of Preparation

(1) PREPARE OUTLINE

**(2) ASSIGN NUMBER OF SLIDES**

- Length of talk
- Emphasis

# Mechanics of Preparation

(1) PREPARE OUTLINE

(2) ASSIGN NUMBER OF SLIDES

**(3) GATHER AND REFINE RAW MATERIALS**

- Information to get across
- Figures
- Graphs



Avoid Tables !!!

# Mechanics of Preparation

(1) PREPARE OUTLINE

(2) ASSIGN NUMBER OF SLIDES

(3) GATHER AND REFINE RAW MATERIALS

**(4) PREPARE ACTUAL VIEWGRAPHS**

- Clarity

- At most one idea per slide

- Need high contrast graphics and text

  - > Avoid color combinations that have low contrast

# Mechanics of Preparation

- (1) PREPARE OUTLINE
- (2) ASSIGN NUMBER OF SLIDES
- (3) GATHER AND REFINE RAW MATERIALS
- (4) PREPARE ACTUAL VIEWGRAPHS
- (5) PRACTICE**
  - Make mental note of what is the most important message on each slide
  - Check timing

# Presentation

## Pose and Pace

- Do not block view
- Use pointer
- Talk steadily and do not speed up
- 1 to 2 minutes per slide
- Logical sequence/ theme

# Presentation

## Odds and Ends

- Make sure that viewgraphs fit screen
- Figure titles
- Axes labels
- Multi-curves:
  - Start with axes,
  - Then describe one curve at a time

# Presentation

## **Keep things simple**

- Avoid wordiness
- Not more than one idea per slide

**Example:**

**How to go through a complicated slide**

# Heat Release Analysis of Normal Combustion Cycle

