LABORATORY OF GREEN CHEMISTRY

TIPS AND TRICKS FOR PRESENTATIONS
HOW TO AVOID THE MOST PROMINENT PITFALLS

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OUTLINE

- Rudest presentation ever!
- How to start and finish
- How to improve your presentation
  - What to avoid
  - What to do
- How to improve using Power Point
  - The print trick
  - The shortcut trick
- Speaking concepts
- Acknowledgements

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Rudest thing that I ever encountered in a presentation

- Epic of Gilgamesh – Gilgamesh flood myth (Hittie Original)

TABLET XI
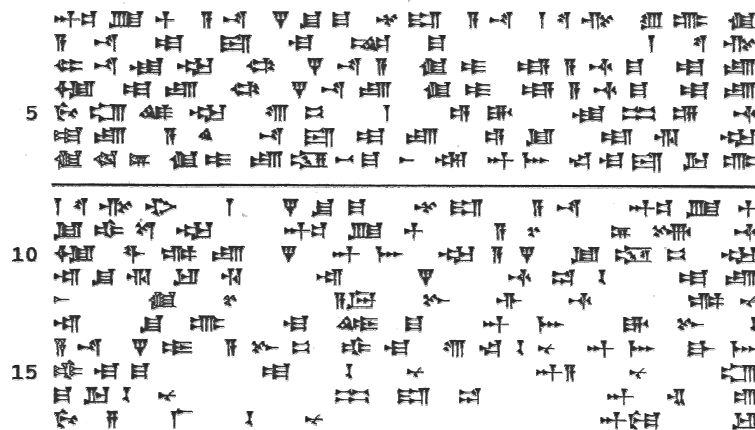
What is the Recipe for good Presentations

- Emotional impact
  - Good → memorable
  - Great → motivating
- Information
  - Good → valid information
  - Great → minimal information
- Storytelling
  - Good → include stories
  - Great → are stories

After Geoffrey James (2014) Business Without the Bullsh*t

WHAT TO SAY

- Tell them what you are going to tell them
- Tell them
- Tell them what you told them

HOW TO START AND FINISH – THE BEGINNING

- Familiarise with room and technique
- Don't start speaking while you still walk
- Wait one second and make eye contact with your audience
- A presentation is like making friends
  - the first impression is relevant
- Thank the chairperson
- Greet your audience
- Start with joke or statement
- Outline of your presentation
- Turn off your cell phone

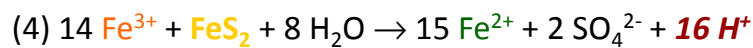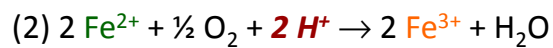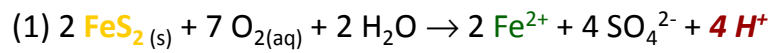### HOW TO START AND FINISH – THE END

- Acknowledgements
  - Who paid
  - Who helped
- Thank the audience for listening
- Give back to chairperson

HOW TO IMPROVE YOUR PRESENTATION

- Speak to your audience, not to your slides
- Speak loud and clearly
- Avoid colloquial language
- Avoid abbr. (abbreviations)
- 1 slide needs 1.5 to 2.5 minutes
  - Consequently: 15 minutes equals ca. 10 slides
- Not more than ca. 10 lines per slide
- Speak free, don't read your presentation
- Avoid criticizing audience or supervisors
- Practice as often as you can!

WITH EVERY SET OF EQUATIONS YOU LOOSE ⅓rd OF YOUR AUDIENCE

(1) $2\ FeS_{2\ (s)} + 7\ O_{2(aq)} + 2\ H_2O \rightarrow 2\ Fe^{2+} + 4\ SO_4^{2-} + 4\ H^+$

(2) $2\ Fe^{2+} + \frac{1}{2}\ O_2 + 2\ H^+ \rightarrow 2\ Fe^{3+} + H_2O$

(3) $2\ Fe^{3+} + 6\ H_2O \leftrightarrow 2\ Fe(OH)_{3(s)} + 6\ H^+$

(4) $14\ Fe^{3+} + FeS_2 + 8\ H_2O \rightarrow 15\ Fe^{2+} + 2\ SO_4^{2-} + 16\ H^+$

(5) Fe^{2+} further reacts in reactions 2—4

(1) and (2) are catalysed by bacteria: e.g.

Acidithiobacillus thiooxidans, Gallionella

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PYRITE WEATHERING PROCESSES

+ →

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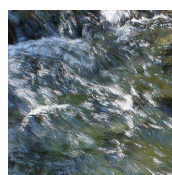
WITH EVERY SET OF EQUATIONS YOU LOOSE ⅓ʳᵈ OF YOUR AUDIENCE

- Only exception:

$$E = m \times c^2$$

… but if you want to overstress your audience …

$$i\hbar \frac{\partial}{\partial t} |\psi(t)\rangle = \widehat{H} |\psi(t)\rangle$$

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KEEP YOUR TEXT SHORT

- Don't read the text of your slides because your audience can read the text roughly 2 – 4 times faster than you can read it. This is annoying for your audience and they are not interested in your text any more. In addition if your text is too long and unstructured your audience again looses interest in what you are saying and this is exactly what you want to avoid. The only exception is when you really want to bore your audience, in that case you might want to pack your slides with as much information as you can pack into one slide. But those occasions are very rare.

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HOW TO IMPROVE YOUR PRESENTATION – QUOTATIONS

"Gravitation cannot be held responsible for people falling in love. How on earth can you explain in terms of chemistry and physics so important a biological phenomenon as first love? Put your hand on a stove for a minute and it seems like an hour. Sit with that special girl for an hour and it seems like a minute. That's relativity."

Albert Einstein

HOW TO IMPROVE YOUR PRESENTATION

- Use the TTT-concept
  - Touch – Turn – Talk
- Keep Eye contact, don't look over the audience's heads
- Watch your presentation on screen or print
- Use pointer, not your hand
  - Showing with your hand directs to different points depending on where people are sitting
  - Keep pointer close to body
- Remove all   double spaces
- Use the spell chack before you finish your presentation

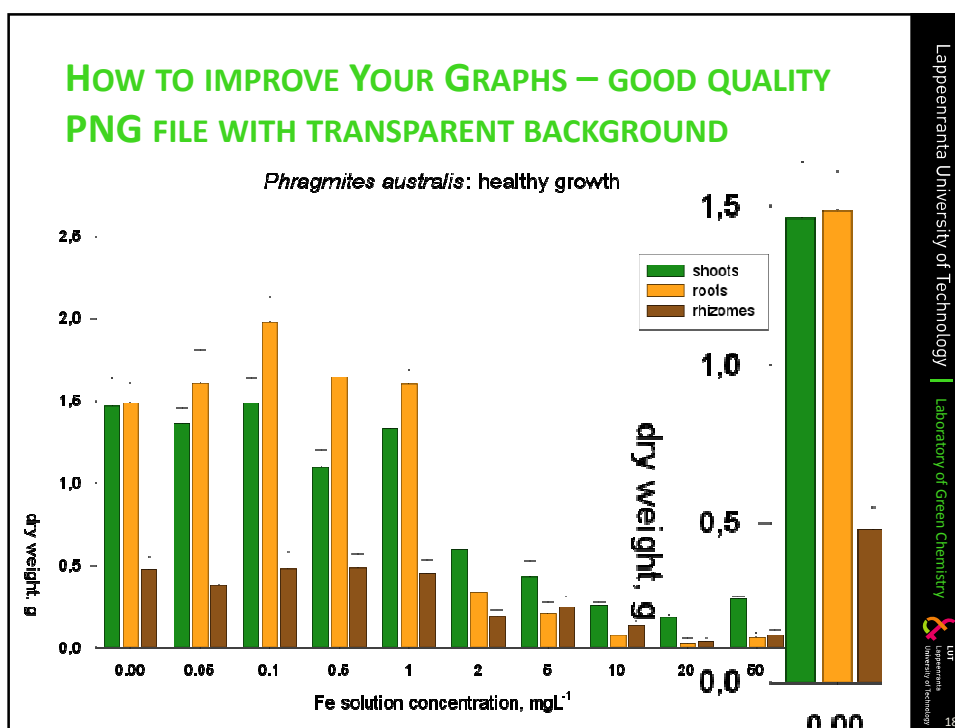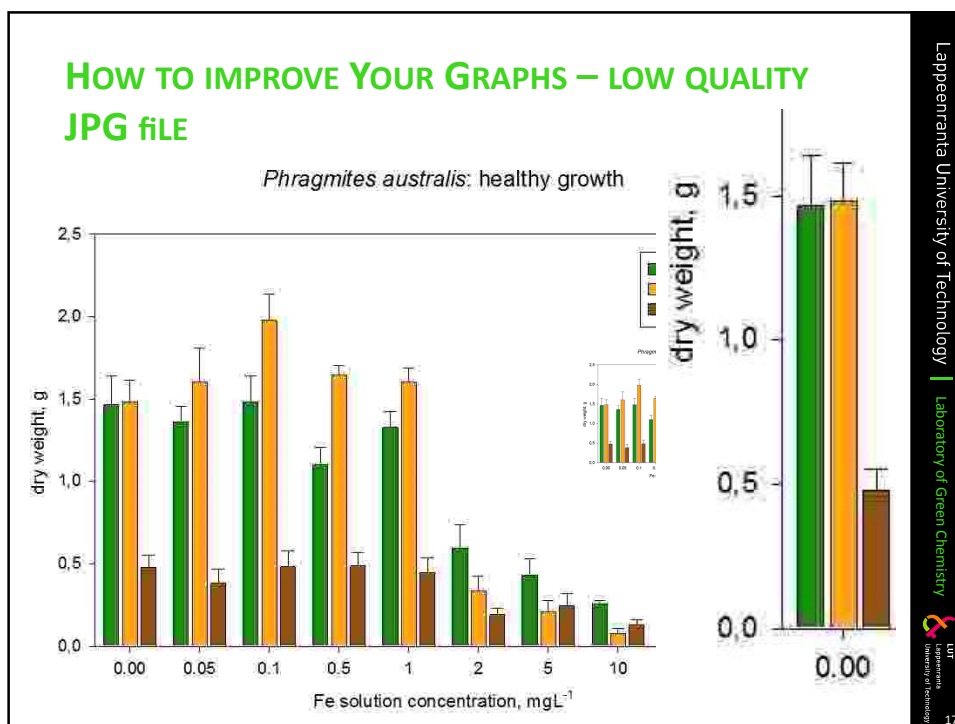### HOW TO IMPROVE YOUR PRESENTATION

- Keep "features" to a minimum
  - Don't use too many animations
- Don't use **more** than three fonts on one page
- Avoid the font "Comic Sans"
- Avoid the Arial and Times New Roman
- Use the Calibri, Cambria or better Corbel instead
- Keep your slides organised
  - Line up graphs and text
- Don't overload your slides with graphs
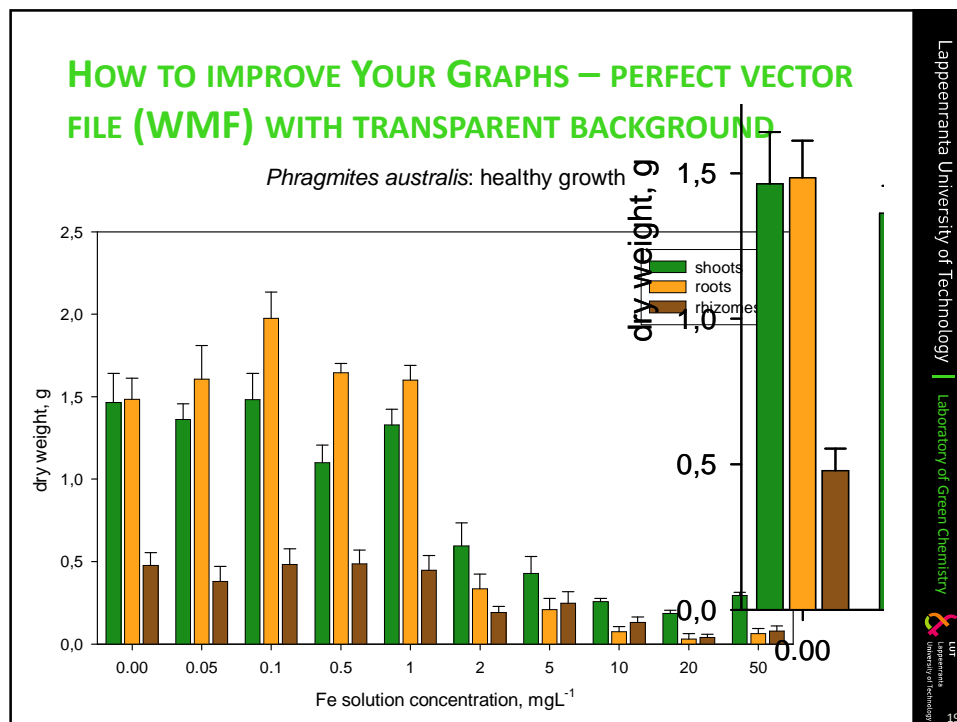 - Use insets or second slide if necessary

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HOW TO IMPROVE YOUR GRAPHS

- Use only high quality graphs
- Avoid low quality JPG files
- Use PNG files instead or – even better – use WMF or EPS graphs
- Remove frames around graphs
- Ensure that captions are below figures
- Don't use "Fig. 2" or "Tab. 3" in your presentation
- Use colours if there is a need to highlight items

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HOW TO IMPROVE YOUR GRAPHS – PERFECT VECTOR FILE (WMF) WITH TRANSPARENT BACKGROUND

Phragmites australis: healthy growth

THE END OF YOUR PRESENTATION

- Avoid the slide "Questions?"
  - Imagine you run out of time …
- The chairperson asks for questions, not you
- The chairperson points to the speakers
- Repeat questions that you did not understand
- Keep answers as short as possible – do not restart your presentation

HOW TO IMPROVE USING POWER POINT

- Print out all your slides (as hand out) and make notes on the print out
- Number all your slides on the print out
- Jump to slide by using the key board
  - Type in number of slide and press return
- W: white
- B: black
- POS 1 | END
- Start your presentation with F5

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HOW TO IMPROVE USING POWER POINT

- Save your presentation as power point screen presentation
  - PPSX or PPS instead of PPTX or PPT
- Include your fonts with the presentations
  - Otherwise ⌂□◆ ○⋇Ɏⵘ◆ Ɏℳ◆ ◆□○ℳ◆ⵘ⋇■Ɏ ●⋇&ℳ ◆ⵘ☉◆
- Compress ALL your graphs to 200 dpi
  - This ensures small and fast loading presentations

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HOW TO OPTIMISE YOUR POWER POINT

- Dark font on light background
- Keep background "simple"
- Red on blue or black can't be read

This is what you always wanted to see.
This is what you always wanted to see.
This is what you always wanted to see.
This is what you always wanted to see.

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HOW TO START AND FINISH – SPEAKING CONCEPTS

- AIDA
  - Attention
  - Interest
  - Desire
  - Action
- Wittsack
  - How was it?
  - How is it?
  - How shall it be?

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HOW TO START AND FINISH – SPEAKING CONCEPTS

- SWOT
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats

ACKNOWLEDGEMENTS

- All my students in 24 years of lecturing
- All my colleagues in giving good and bad presentations
- X photocopiers and printers having printed "overhead" slides
- Microsoft for having improved the way of giving presentations
- Oracle for trying to do it better
- You for listening today