



The  
University  
Of  
Sheffield.

# Medical School DDP 6960

## Research Skills: Oral Presentations and Slides

Dr Pat Eyers, 2nd Feb 2012

<http://www.shef.ac.uk/medicine/current/postgraduates/>



# Why do an oral presentation?

- Most science is presented to peers through talks at conferences or seminars
- Delivery of information within research groups, eg Lab meetings
- Fellowships / awards / PhD vivas
- Critical to your development as a research scientist
- You get judged on how well you present



The  
University  
Of  
Sheffield.

# Oral Presentation

- Date: Fri 20<sup>th</sup> April LT1 or Fri 3<sup>rd</sup> May LT3
- 10 min talk + 5 min questions
- Present: All 1<sup>st</sup> Year postgraduate students, supervisors & interested parties
- Low key Encouragement not criticism
- Low stress, fun science environment
- Pass is 65%
- Everyone presents – No excuses!!!



The  
University  
Of  
Sheffield.

# Assessment

- Academic panel
- Marking Criteria
  1. Abstract
  2. Quality of slides
  3. Presentation / Delivery
  4. Content / Data
  5. Interpretation of Results
  6. Question handling
  7. Question asking



# Presentation - don't

- Read from a sheet word for word (please)
- Talk in jargon / abbreviations
- Assume the audience knows anything about what you are doing (most won't)
- Speak in monotone or speak too fast
- Be rigid with robot motions
- Run around the stage or dance



The  
University  
Of  
Sheffield.

# Presentation – Do

- Ask for advice from mentors
- Think about the audiences understanding
- Talk slowly and clearly
- Project your voice – don't be afraid
- Use a pointer and basic animation tools
- Look neat and tidy
- Look at the audience
- Be calm
- Be natural
- Have a conclusion slide



# Issues with presentations

- Powerpoint .ppt vs .pptx, .xls vs .xlsx etc. etc.
- MAC vs. PC issues still exist
- For graphs, use what you know or get training
- Prism Graph Pad, Excel, Adobe Illustrator and Powerpoint are usually cross-compatible
- Generally, save pictures as .jpg or .tiff
- Import as pictures, don't copy and paste
- Ask and listen for advice
- Students, postdocs (and supervisors!) don't always know what they are talking about



The  
University  
Of  
Sheffield.

# Structure

- Introduction
- Aims
- Method
- Results
- Summary (1 slide)
- Conclusion (1 slide). Should address aims
- Acknowledgements (1 slide)



The  
University  
Of  
Sheffield.

# Time Allocation

- Allow 45 seconds – 1 minute per slide
- 10 to 15 slides for 10 min talk
- Introduction – sufficient for audience to follow. Half of 10 min talk?
- Less is sometimes more! Don't have to show everything you have done



The  
University  
Of  
Sheffield.

# Slide Design<sup>44point</sup>

- Design the basic slide in the slide master<sup>28point</sup>
- Title slide, bigger font than text/legends eg 44 point for title, 28 for text? See what works for you
- Use a plain background in a basic colour
- A plain (sans serif) font such as Arial is best
- Don't put too much text on a slide
- On figures /graphs make sure font is visible
- Don't use too many colours



# COLOURS and SHADOWS

- Avoid “wacky” colour schemes
- Difficult to read
- Looks unprofessional
- Yellow is awful
- Don't bother with shadows on text
- Black on white works fine generally
- Some people underline and **bold everything**



# Background & Fonts

- Avoid fussy backgrounds i.e. pictures
- If in doubt have a white background
- Use a block font that's not "fancy"
  - Difficult to read
  - Looks unprofessional



The  
University  
Of  
Sheffield.

# Tips: FONTS

All 24 point!

Arial font or Helvetica look very professional

Times is more usual for writing on printed forms

Calibri is default option on MS word 2007

Happy, fun Comic Sans font is used by lots of scientists!!

$\mu\text{M}$  not uM

$\mu\text{m}$  not um



The  
University  
Of  
Sheffield.

## Tips: ALIGN

Use align tools if possible!

Arial font or Helvetica look very professional

Times is more usual for writing on printed forms

Calibri is default option on MS word 2007

Happy, fun Comic Sans font is used by lots of scientists!!

$\mu\text{M}$  not  $\text{uM}$

$\mu\text{m}$  not  $\text{um}$



The  
University  
Of  
Sheffield.

# BULLET POINTS!!

- Use Bullet points if you want!
- Use Bullet points if you want!
- Arial font or Helvetica look very professional
- Times is more usual for writing on printed forms
- Calibri is default option on MS word 2007
- *Happy, fun Comic Sans font is used by lots of scientists!!*
- $\mu\text{M}$  not  $\text{uM}$  (use symbol font!)
- $\mu\text{m}$  not  $\text{um}$  (use symbol font!)



The  
University  
Of  
Sheffield.

## Tips: Basics

- Don't write everything in one long stream of text as you would in word. Powerpoint does not like!
- Copy and paste text individual items then modify
- Learn the basics of grouping objects
  - Learn simple animation ('Appear')
- You can insert pictures, but use the Insert command
- Cutting and pasting pictures is risky!
- Movies are even riskier unless you test and re-test!



The  
University  
Of  
Sheffield.

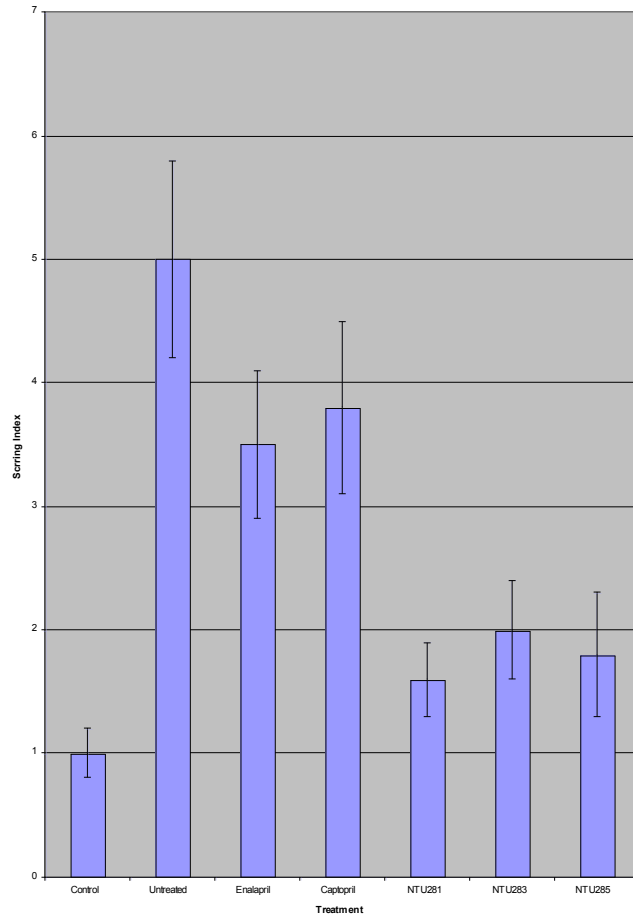
# Graphs

- Axis labels of a suitable size
- Statistics must be included if possible
- Make sure lines are visible and labelled
- Save as picture files? See what works best
- Use the same style throughout

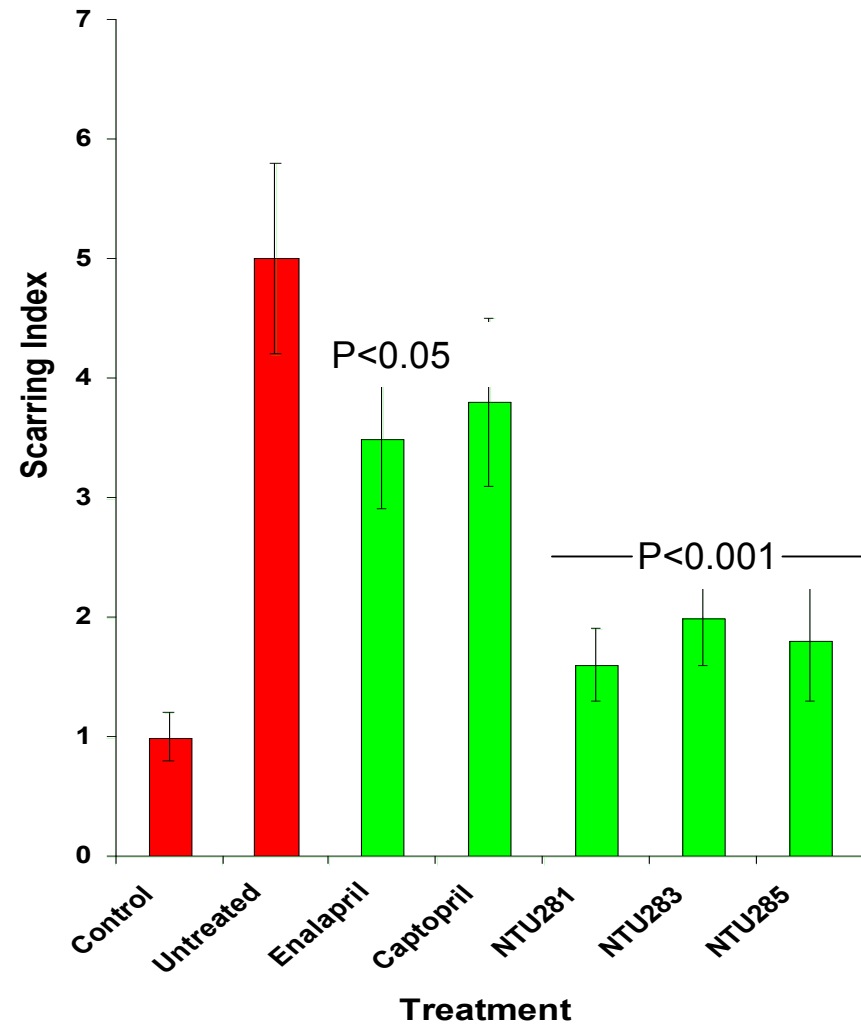


# Graph Design Basics

### Bad Graph



### Effect of SRC inhibition on scarring





The  
University  
Of  
Sheffield.

# Text

- Use bullet points with short statements. If you try and use loads of text on the slide that spells out everything you want to say its too much for the audience to read and you loose their attention as they drift off to sleep.
- The slide will look very very busy, unprofessional and crowded.
- Its far better to use a few short statements that will help you remember what you are going to say. It is even better to bring these in one at a time using the animation tools so you can control where the audience is looking rather than reading ahead.
- If your slide looks as crowded as this then you need a rethink. Remember, lots of short statements is best.



The  
University  
Of  
Sheffield.

# Text

- Use bullet points with short statements.
- The slide will look very very busy, unprofessional and crowded.
- It is far better to use a few short statements



The  
University  
Of  
Sheffield.

# Design - images

- Make sure large enough for purpose
- Label clearly
- Control & Experimental groups
- Can you really see the data clearly?



The  
University  
Of  
Sheffield.

# Design - Diagrams

- Picture is worth a thousand words
- Excellent for summary or conclusion slide
- Build with animation to simplify
- Use text, images or both
- Accept that it takes time and so devote it!
- Good slides can be used forever, or easily modified or updated



The  
University  
Of  
Sheffield.

# A suggestion

## Start on paper

- Brainstorm presentation ideas on paper
- Write down your goal for after the presentation
- What is the one message you want the audience to take home?
- Storyboard your slides
- Does it work horizontally? (Read consecutively, do the titles tell a story?)
- Does each slide have impact on its own?
  
- After all the above are finished - rough out the slides on a computer.



## Keep it short

- Turn titles into strong messages
  - Shorten all bullets to 10 words or less
- Ensure most text is > 20pt
- Ensure most text is > 24pt
- Ensure most text is > 28pt
- Ensure most text is > 32pt
- Can you give the presentation in < 10 minutes?
  - Cut down to 10-15 slides max, strong conclusion
  - Use photos to reinforce ideas and tell stories
  - Use plain white text on a black background

## Be prepared

- Make final version of slide deck
- Write a script (detail level up to you) for each slide
- Practice giving the presentation to a friend
- Practice giving the presentation out loud by yourself and time it
- Practice with your supervisors
- Listen to feedback
- Time yourself again, practice using a pointer
- Get a good night's sleep the night before
- **Get to your presentation room early to make sure everything (movies!!) is set up (no-one does this)**



The  
University  
Of  
Sheffield.

## During the presentation

- Talk clearly and slowly
- Look confident and smile
- Have a conclusion slide