

# Lecture of ME567A Gerontechnology, Yuan Ze University

## Presenting an academic paper

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03/29/2010

# Getting ready for an oral presentation

- ✓ Making a presentation is always a great chance to show yourself to people!
- ✓ You can surely make a good presentation with enough practice.
- ✓ Getting ready for a presentation is very similar to getting ready for a stage drama.
- ✓ As the presenter, you are at the same time the screen writer, director, actor/actress, and stage manager.
- ✓ Getting ready for an oral presentation: write your screenplay, prepare your PowerPoint slides and stage property, and rehearse over and over.

# Writing the screenplay of your presentation

## ✓ Master the topic!

- Preparing a presentation is always an excellent process for the presenter to get a deeper, more structured understanding of the topic.

## ✓ Who will be my audience?

- What do they know? What do they want to know?

## ✓ How much time do I have?

- Most likely, you will not have enough time, so it may be more important to decide what not to say.

## ✓ What is my intention today?

- Let the audience leave the classroom with the key points you want them to know.

# You need a good story when presenting an academic paper

- ✓ Because most likely your audience will be bore by the paper...
- ✓ How does the story begin?
  - Always tell the audience who you are, what story you are going to tell, and why are you telling the story.
  - When presenting other people's paper, tell people about the journal, the authors, and their research group.
- ✓ Use your own way to tell the story.
  - It is a bad idea copy-and-paste following the sequence of the paper.
  - In a good story, why you do this research is always more important than what you do in the research.

# Design your PowerPoint slides

- ✓ Make a “quantitative plan” for your PowerPoint slides.
  - Estimate the total number of slides, usually 1 minute, 1 slide.
  - According to your story, divide the number of slides to the several different topics covered in the presentation.
- ✓ General rules for making PowerPoint slides: take advice from an comedian...  
<http://www.youtube.com/watch?v=lpvgfmEU2Ck&feature=related>

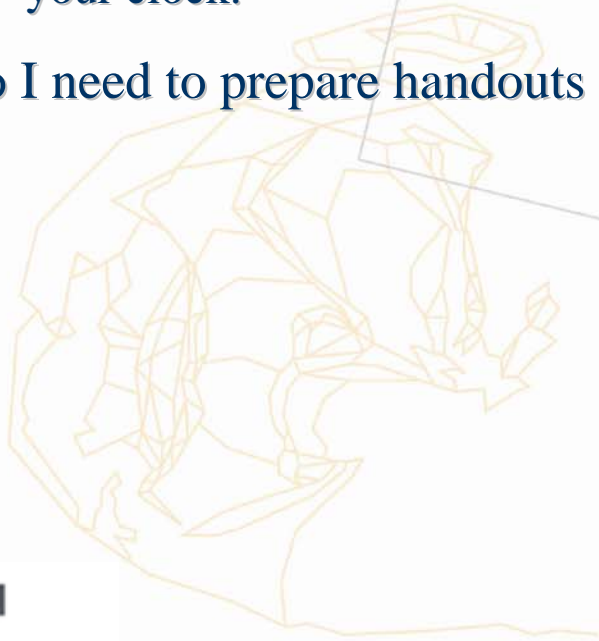


# What did the comedian say and did not say?

- ✓ Do not put too many words, bullet points, or data on one slide.
- ✓ Do not make obvious mistakes, spelling errors for example, on your slides.
- ✓ Design good style and color scheme for your PowerPoint template.
- ✓ Use animation only with a purpose.
  
- ✓ If you are presenting in a language that you are not good at, say, English, make sure you have enough text on the slides that you can refer to.
- ✓ Do not rely entirely on PowerPoint.
  - Design your presentation using various audio video tools to increase the “dramatic effect”.
  - A demonstration or a “real thing” at hand will make your presentation so much more persuasive.

# Getting ready to go on the stage

- ✓ Rehearse your presentation like rehearsing a stage drama.
- ✓ What should I wear in the presentation?
- ✓ The work of a “stage manager”:
  - Get to the presentation site earlier to observe the site and test the equipments.
  - Arrange your stage and stage properties, find your water, and very importantly, your clock.
- ✓ Do I need to prepare handouts for the audience?



# Some tips for making the presentation

- ✓ The importance of your first slide
- ✓ Stand beside your slides, point directly on the slide if you can. Feel free to walk around.
- ✓ Read your slides if you do not know what to do.
- ✓ If you are presenting in a language that you are not good at, say, English, ...
- ✓ You might not be able to actually interact with the audience. Keeping eye contact with the audience is the best interaction.
- ✓ The most important “tip” for making a good presentation: your strong intention to communicate with the audience.
- ✓ Control your time. Talking longer than you are supposed to is very annoying and impolite.
- ✓ Answering questions





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# 如沐春風...

Bathing in the breeze of the spring...

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