

MIT OpenCourseWare
<http://ocw.mit.edu>

2.672 Project Laboratory
Spring 2009

For information about citing these materials or our Terms of Use, visit: <http://ocw.mit.edu/terms>.

Presentation Preparation 2.672

Prof. Wai K. Cheng

Department of Mechanical Engineering

Massachusetts Institute of Technology

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

