

CSC290 Communication Skills for Computer Scientists

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Announcements

Today:

- ▶ Presentation Skills
- ▶ Design Review Presentation (handout is posted on the course website)

Tutorial:

- ▶ We'll go through
 - ▶ Setting up a GitHub repository
 - ▶ Using git commands for your project
 - ▶ Writing a git repository README
- ▶ Have at least 1-2 team members attend

Presentation Skills

What makes a good presentation?

Preparing for a presentation

SMCR Model of Communication

- ▶ **Goal** What are you trying to accomplish?
- ▶ **Receiver** / Audience: Who are you trying to communicate with?
- ▶ **Channel** / Medium : What does the medium communicate about the message?
- ▶ **Message**: What are you trying to communicate?
- ▶ **Sender** / Yourself: How well do you understand the message, audience, medium?

Remember to keep your audience in mind

- ▶ **Audience:**
 - ▶ What is useful to them? Why should they listen to you?
 - ▶ What do they know already? How much details do they want?
- ▶ **Goal:**
 - ▶ Your presentation should have a goal, and should change the audience's behaviour in some way.

Example Talk: Doodles

<https://www.youtube.com/watch?v=7fx0QcHyrFk>

- ▶ Who is the audience of this talk?
- ▶ What is its goal?

Topics for the rest of this class

- ▶ Structure
- ▶ Visuals / Slides
- ▶ Delivery

Presentation Structure

Typical structures:

- ▶ **Intro:** tell the audience what you're going to tell them.
- ▶ **Body:** tell them
- ▶ **Conclusion:** tell them what you told them.

Introduction

- ▶ Why is the audience here?
- ▶ Why should they pay attention?
- ▶ What's in it for them?
- ▶ Be engaging and “hook” the audience early on.

Agenda Slide

- ▶ It is a good idea to include an agenda slide in a technical presentation.
- ▶ Where are we going, and how far along are we?
- ▶ Not necessarily the first slide.
- ▶ Not necessarily in a very short presentation.

For your design review presentation, an agenda slide is optional. However, your audience should have a good idea of what to expect in the rest of your presentation.

Concluding Your Presentation

- ▶ Summarize or repeat your main point, drive home your objective.
- ▶ Don't introduce new information.
- ▶ End on a positive note.
- ▶ Conclude your presentation with a **call-to-action**.
- ▶ What do you want the audience to do now that you have told them something?
- ▶ What was the *goal* of the presentation?

Problem-Solution Structure

- ▶ Describe the problem (30-50% of your talk!)
- ▶ Provide the solution
- ▶ Call to action

Residual Method Structure

- ▶ Frame the problem (quickly)
- ▶ Present possible solution
- ▶ Present why it won't work
- ▶ Present possible solution
- ▶ Present why it won't work
- ▶ ...
- ▶ Provide your own solution.

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- ▶ Problem: (Why don't people doodle?)
 - ▶ The word "doodle" has unpleasant meanings.
 - ▶ Authority figures reject doodling.
 - ▶ Doodles might be "psychoanalyzed".
 - ▶ Society focus too much on (structured) verbal information.

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- ▶ Problem: (Why don't people doodle?)
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 - ▶ Society focus too much on (structured) verbal information.
- ▶ Solution: (Why should people doodle?)
 - ▶ New definition of "Doodle"
 - ▶ Doodling helps retention, stops you from losing focus.
 - ▶ Doodling engages multiple learning modalities.
 - ▶ Doodling is an instinctive, universal visual language.
 - ▶ Doodling is precursor to great works.

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 - ▶ Doodling is precursor to great works.
- ▶ Conclusion: Doodling should be encouraged in high information density settings.

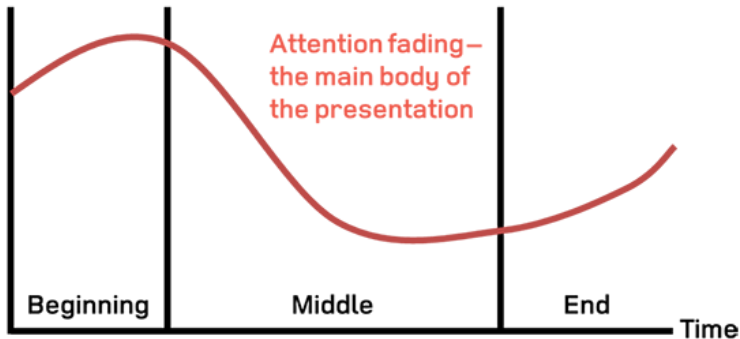
Lightning Talk

- ▶ Choose one of the following 5-minute talks from PyCon (Python Conference)
 - ▶ Restructuring Data in Python
<https://youtu.be/bTAFI8P2DkE?t=1084>
 - ▶ More Sustainable Open Source!
<https://youtu.be/bTAFI8P2DkE?t=2341>
 - ▶ Code or die <https://youtu.be/bTAFI8P2DkE?t=2531>
 - ▶ Circuit Python <https://youtu.be/bTAFI8P2DkE?t=2937>
 - ▶ Towns <https://youtu.be/bJmx0tcVubY?t=2138>
- ▶ Answer the first two questions *before* watching the video

Structure for Engagement

Attention span for an adult: no more than 20 min

Attention



Important information should be at the beginning or end.

What do you remember from the two presentations?

Structure for Long Presentations

- ▶ Break the presentation into parts.
- ▶ Each part should be no more than 15-20 minutes long.

Structuring Your Design Review

- ▶ Introduction: What are you going to cover?
- ▶ What is your game? What are the game mechanics? How will your game look?
- ▶ What are the different logical components? (Why?)
- ▶ What part of the game will be hard to implement? How are you planning to implement those parts?
- ▶ Conclusion: What have you talked about? What is your call-to-action?

The Goal of the Design Review

- ▶ Get feedback from others regarding your design.
- ▶ Do people in the audience notice bugs or issues?
- ▶ Are there any part of the software that you are unsure about?

Visuals

Presentation Slides

- ▶ Keep it simple and focused
- ▶ No excessive:
 - ▶ words
 - ▶ colours
 - ▶ images
- ▶ Presentation slides do not have to be standalone!

Presentation Slides vs Slides for Teaching

- ▶ I try to make my slides for courses somewhat standalone
- ▶ My slides are going to be wordier than yours
- ▶ Your presentation slides do not have to be standalone

Keep Slides Simple

Paper vs. online: access

- > **Style**
 - by commands, menus
- > **Search by**
 - navigate
 - search
 - scroll
- > **Access aids**
 - tabs
 - index
 - contents
 - menu
 - index

Figure 1: Avoid using excessive colours and images

Keep Slides Simple (2)

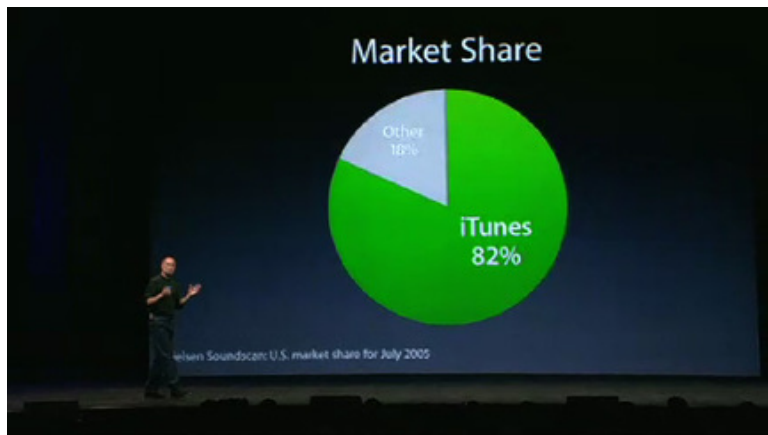


Figure 2: Keep your slides simple!

Keep Slides Simple (3)



Figure 3: Your slides are not your entire presentation.

One Idea Per Slide



Figure 4: One idea per slide

Slide Information

Try not to keep irrelevant slide or information on screen if you moved on.

Slide Font

- ▶ San Serif fonts are easier to read on a screen
- ▶ TEXT IN ALL CAPTIALS ARE HARDER TO READ
- ▶ Be consistent with font size, styles, layout

Slide Font Size

- ▶ Make sure your font size is big enough for the presentation medium
- ▶ When in doubt, use a bigger font
- ▶ Fonts in figures should be large enough too!

Presentation Delivery

Presentation Body Language



- ▶ Upright, open posture, facing the audience.
- ▶ Don't stand in front of your slides.

Eye contact

- ▶ Choose several “spot” in the audience.
- ▶ Establish eye contact for several seconds.
- ▶ Move on to the next “spot”.
- ▶ Look at the whole audience.

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Design review presentation pitfalls:

- ▶ Only looking at the instructor/TA
- ▶ Looking mostly at the center monitor or other screens

When Team Members are Presenting...

- ▶ Don't look bored
- ▶ Don't look distracted
- ▶ Don't distract the presenter

Cadence

- ▶ Speak slowly and clearly.
- ▶ Reword your sentences to be concise.
- ▶ Vary your pace. “Vocal Variety”
- ▶ Use appropriate length pauses.

Volume

- ▶ You should be audible from the back of the room too!
- ▶ It is always better to be too loud than too quiet.

Practice!

For a short presentation, every word and every pause should be rehearsed.

Practice until you sound spontaneous.

Examples:

- ▶ <https://www.youtube.com/watch?v=8S0FDjFBj8o>
- ▶ <https://www.youtube.com/watch?v=cFLjudWTuGQ>

Nervous?

- ▶ The audience wants you to succeed.
- ▶ Practice, practice, practice!
- ▶ Know your opening.
- ▶ Deep breaths.
- ▶ Drink water.

Presenting as a Group

Make sure that your presentation is coherent.

- ▶ Make adjustments after you rehearse together.
- ▶ Figure out how to transition from one person to the next.
- ▶ Familiarize yourself with all parts of the presentation.