



# **Presentation technique**

Sebastian Jentschke



According to most studies, people's number one fear is public speaking. Number two is death. Death is number two. Does that sound right? This means to the average person, if you go to a funeral, you're better off in the casket than doing the eulogy. (Jerry Seinfeld)





# **Before we begin...**

- how often will you present during your studies?
- how often will you present during your life?
- what benefits might you have from what we learn for other purposes?
- do you want to improve?











# **Overview**

## your presentation:

- some ground rules
- do's and don'ts: oral presentations and posters
- structure
- use of graphics

## you as a presenter:

- verbal, vocal, visual: content, voice and body language / interaction
- basic physiology
- some hints for preparing



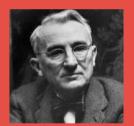
# Your presentation

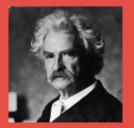
Words are, of course, the most powerful drug used by mankind. (*Rudyard Kipling*)

Do the hard jobs first. The easy jobs will take care of themselves. If you must make a mistake, make a new one each time. (*Dale Carnegie*)

The right word may be effective, but no word was ever as effective as a rightly timed pause. (*Mark Twain*)









# Some ground rules

- (1) establish a framework of your presentation (up to 3 main themes)
- (2) brainstorming: consider all the possibilities
- (3) Roman columns: find a mnemonic device for your main themes
- (4) flow structure: provide a road map for your audience (and you; story arc: chronological, numerical)
- (5) graphics: use visual aids (but: less is more)
- (6) ownership: don't copy and paste
- (7) **verbalization**: rehearse the actual words of your presentation speaking aloud verbalization crystallizes ideas





# **Some ground rules**

- (1) follow the 10 (slides) 20 (minutes) 30 (pt font size) rule
- (2) start with a summary (road map / structure of your presentation) end with a conclusion (up to 3 main topics) primacy- / recency-effects
- (3) emphasize main points
- (4) one theme per slide
- (5) know what slide is coming next
- (6) enforce pauses
- (7) check the presentation room and have a backup plan





# Some ground rules

frame / condition of your presentation:
(1) setting (UiB, conference; formality)
(2) time (of day; length)
(3) space (room; audience size)
(4) interactivity (lecture, presentation)

- $\rightarrow$  what can you expect from the audience?
- $\rightarrow$  what might be beneficial or impeding?







# **Do's and don'ts – presentations**

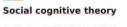
- Perhaps the most common pitfall is having too much text on the slide. It's hard to read, boring and not the way PowerPoint should be used. Unfortunately, it is often the case that even the most experienced lecturers do it this way. Perhaps the main reason for this is that it makes the PowerPoint presentation something more than just a presentation tool. Namely, supplement to curriculum literature. So, the idea is that a PowerPoint with a lot of subject text can be used by students to read up and get a general idea of what is most important in the subject, without having to read through the entire syllabus literature.
- Whatever you may think of this practice, three things are certain: One, it reduces the quality of the presentation. Two, it actually makes it more difficult to present. Three, it makes it less likely that anybody will actually follow. My personal impression is also that someone has a lot of text on the slots because they are afraid to forget something. Then it might be better to use the text box below (notes). This does not appear during the presentation itself, but can be used by students. In addition, these notes appear on a screen # 2 for the presenter and can thus be used to remember if you have everything in the presentation.





# **Do's and don'ts – presentations**

- be careful with cliparts
- don't use fancy colours or fonts <u>https://manual.uib.no/profilmanual/maler/</u>
- colour associations
- complementary colours: can you read that?



- Developed by Albert Bandura in 1977
   You use your social environment to learn
- Bobo-doll experiment
- Used as theoretical foundation for different behavioral models



#### Social cognitive models

Bandura's 'Social-Cognitive Theory', Ajzen's 'Theory of Planned Behavior'

The Social-Cognitive Theory
 Links a portion of learning to observ

 Links a portion of learning to observation of others, as well as prompting individuals to engage in behaviors they have stready learned.

- Theory of Planned Behavior
  - Links behavior to belief, proposing that subjective norms, attitude toward behavior, and perceived behavioral control influence the behavioral intentions and behaviors of individuals (Agian, 1991).

## A Critique of Social Cognitive Models and Health Behaviors

- More useful in western societies?
  - Catherine Campbell onlique (Aare & Flisher, 2012)
    - SCM view individuals as rational information processors
       "Behaviour is seen as determined by a combination of individual factors such as
    - "Dehaviour is seen as determined by a compination at individual factors such as individual action plans, attitudes, and perceived social norms" (Aara & Flaher, 2012).
       Tend to focus on personal and proximal determinants, redischo wider social context
  - Tend to focus on personal and proximal determinants, neglecting wider social cont and more distal factors.
- Eaton, Flisher & Aara (2003) as a more complex and comprehensive understanding?

personal (e.g. se#-esteam), proximal (e.g. social influences) and distal (e.g. culture) factors

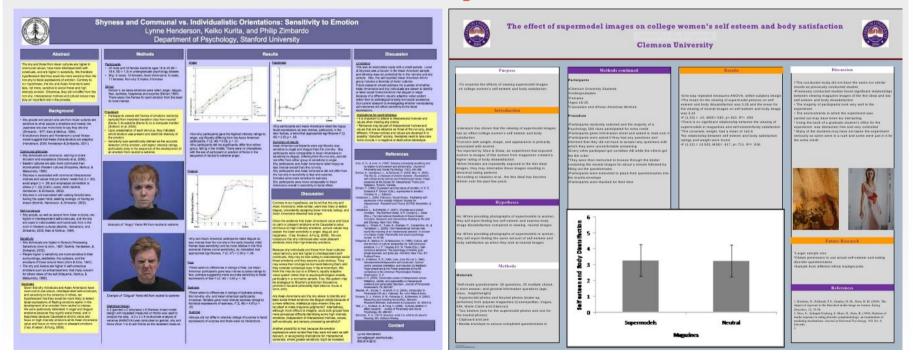


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## Dos and don'ts – poster



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- generally, follow the structure of an article: introduction (why?) → methods (how?) → results (what did we obtain?) → discussion (what does it mean [for you]?)
- **title slide**: introduce yourself tell what your going to tell and why it's important approximate duration, when to ask questions *get over first 10 sec. (maximum arousal)*
- prepare slides to remind you of questions/pauses
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## Introduction:

- central concepts to be explained / defined?
- broad to narrow
- maybe historical overview
- involve audience (would you?, have you?)
- end with **clear**, **understandable hypotheses** (come back to those in results and discussion)

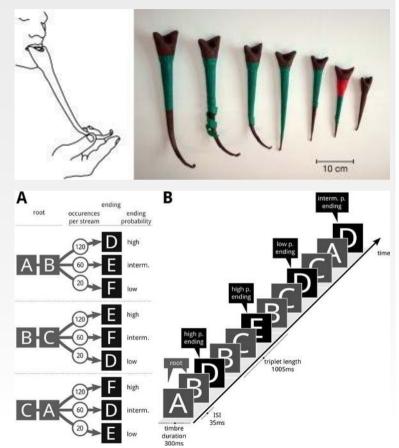




# **Structure**

## Methods:

- «feel» the methods (e.g., record a typical trial on video, use an animation, a question / item illustrating the construct)
- not to many details (e.g., typically number of participants is sufficient)





## **Results:**

- rather use graphics than tables or text
- must be easy to grasp (don't overload graphics)
- concentrate (but do not falsificate)!
   be concise and coherent!
- tell a story, use your hypotheses as reference / framework
- more under «Use of graphics»





## **Discussion:**

- narrow to broad:
   summarize the main results →
   what does this mean, what is the significance?
- make it applicable: what is in it for you? how could you use this?
- end up with (one to three) take home messages





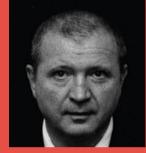
## Cadence:

- **summarizing** can help to make a coherent story
- try not to end with «any questions» (there typically follows silence)
- end with your main take home points or even with an invitation (how to make use of what you presented)



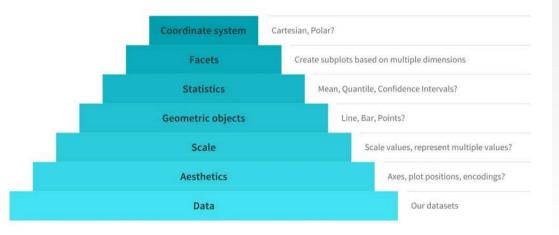
# As for a picture, if it isn't worth a thousand words, the hell with it. (*Ad Reinhardt*)







- central to most presentations
- convincing? clear? concise?



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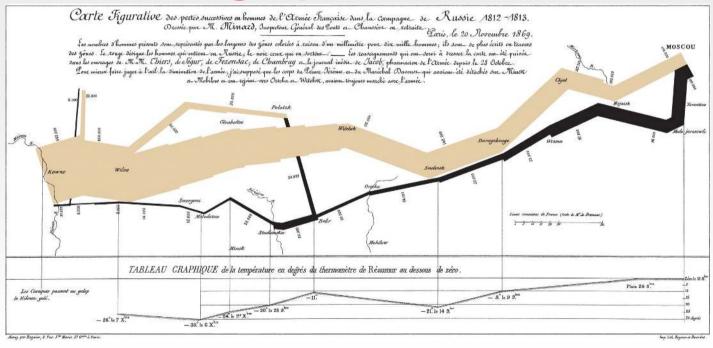


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# **Use of graphics**



Minard (1869): Napoleon's army in 1812 and 1813 6 variables (size of the army, longitude, latitude, movement direction, temperature/dates on retreat)

"the best statistical graphic ever produced"

Tufte, E. (2001). *The Visual Display of Quantitative Information*. Graphics

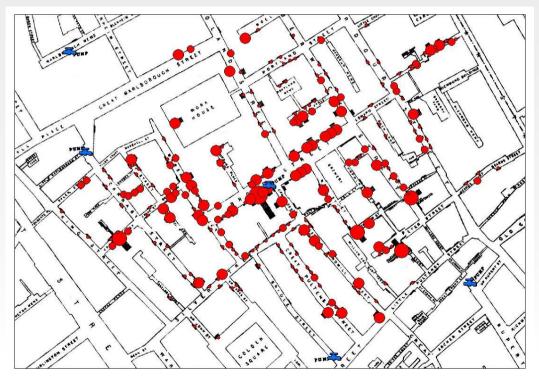
Press.



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# **Use of graphics**



modernized version of John Snow's map (1854) showing deaths caused by a cholera outbreak in Soho, London

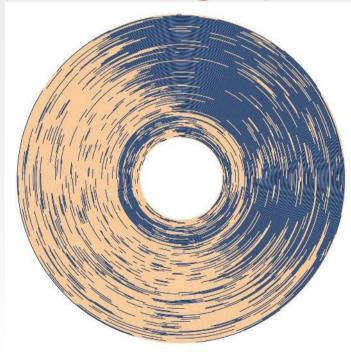
https://www.r-bloggers.com/ 2013/03/john-snows-choleradata-in-more-formats/

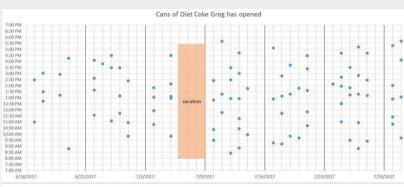
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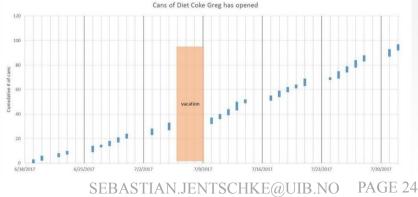




# **Use of graphics**





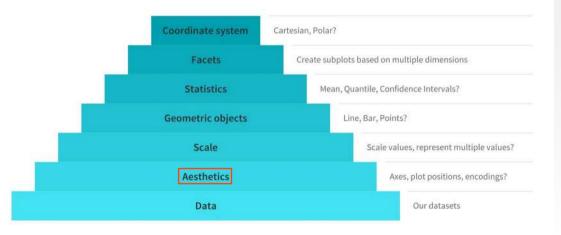




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- central to most presentations
- convincing? clear? concise?



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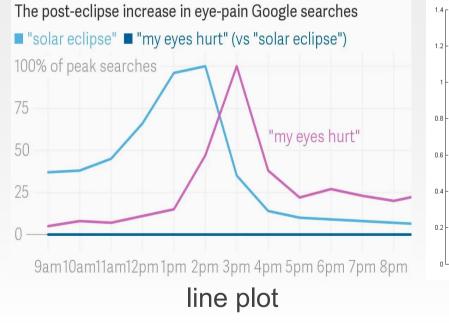


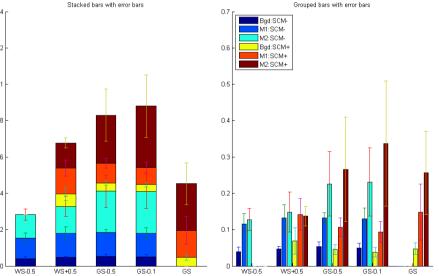
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# **Use of graphics – Types**





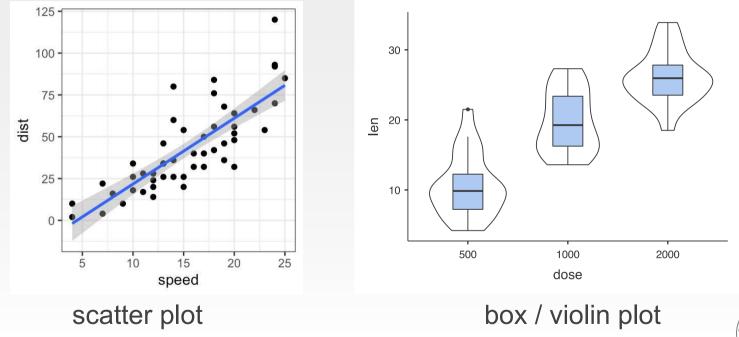
bar plot



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# **Use of graphics – Types**



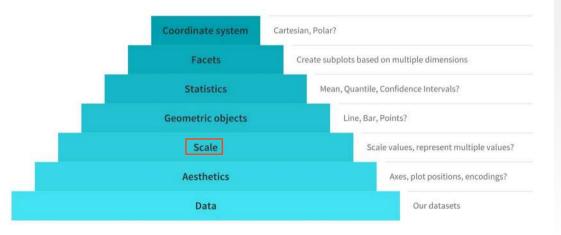


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- central to most presentations
- convincing? clear? concise?



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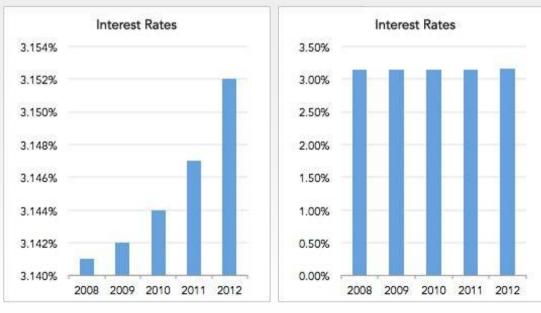
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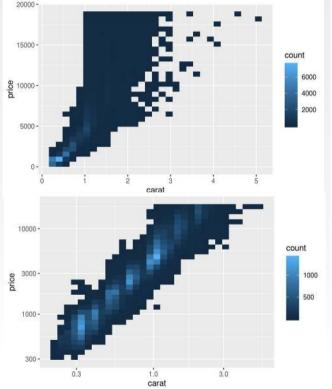




# **Use of graphics - Scale**

## Same Data, Different Y-Axis



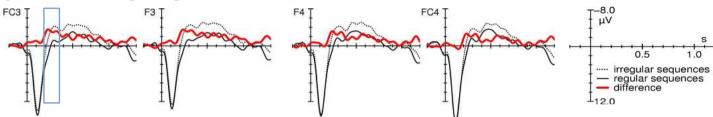


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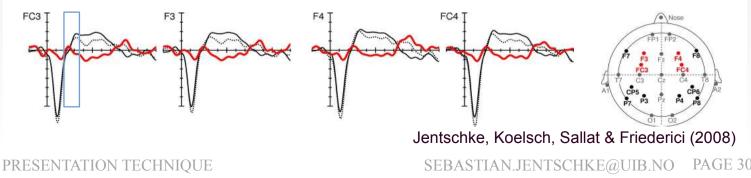


# **Use of graphics – Neurophysiology**

Typical Language Development:

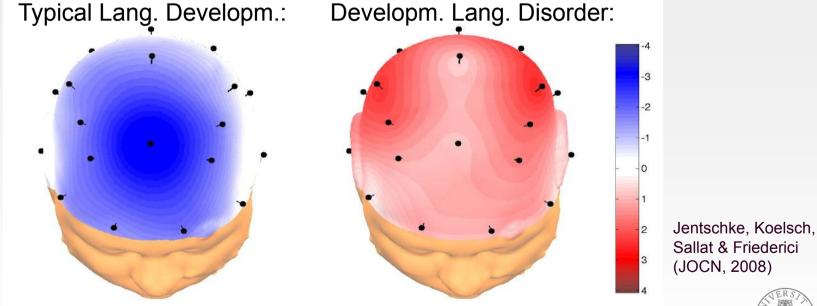


Developmental Language Disorder (DLD / SLI):





# **Use of graphics – Neurophysiology**



REAGE NSI

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# **Use of graphics – File formats**

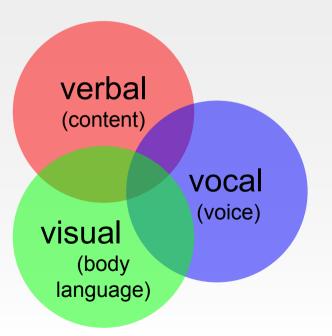
- vector-based file formats (e.g., EPS, SVG, WMF, [PDF], AI) stores the elements of the graphics as geometrical shapes (lines, rectangles, text in a particular font) format of choice to export graphics from a statistics software software to edit: Inkscape (open source); Adobe Illustrator (commercial)
- bitmap-base file formats (e.g., JPG [lossy], PNG, BMP, TIF) stores a graphics as pixels format of choice for photos or photo-like images software to edit: GIMP, Darktable (open source); Photoshop, Lightroom (commercial)



# Any questions?



# Verbal, vocal, visual



- how convincing a presentation was judged depends on 3 ingredients
- BUT: what is their relative importance?
- skriv svar i poll på MittUiB
   → Quizzes





# Pause

# You as a presenter

# There are two types of speakers: those who get nervous and those who are liars. (*Mark Twain*)

All the great speakers were bad speakers at first. (*Ralph Waldo Emerson*)

There are always three speeches, for every one you actually gave. The one you practiced, the one you gave, and the one you wish you gave. (*Dale Carnegie*)



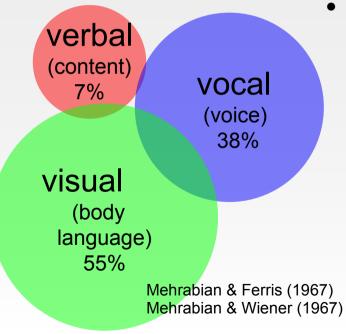




correctly



## Verbal, vocal, visual



BUT: it is worth to get your content clear, concise and structured your content and your messages (and not your personality) is what you want listeners to remember you want them to remember it



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## **Visual: Interaction, body language**

- **empathy** anticipation: put yourself into your audience's place (their interests, hopes, fears)
- show involvement
  - $\rightarrow$  mirror system: smile, positive attitude, confidence
  - $\rightarrow$  avoid hands in the pockets, crossed arms
  - $\rightarrow$  voice modulation (emphasize / de-emphasize)
- **conversational mode**: dyadic conversation and **eye contact** (look for friendly faces)
- asking questions (hands, shout-outs, web-poll)
- use the «b» or «w» key if you want their attention
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## **Vocal: Voice projection**

- ask a friend (5 10 meters away) to judge volume and sound quality
- stand with good posture
- breathing exercises: hiss, yawn HA, locomotive
- articulation exercises: HAT-HOT, Mommy made me mash my M&Ms. (crisp articulation of consonants)
- speak against a wall, observe the echo, move back
- practice repeating phrases in a large room PRESENTATION TECHNIQUE SEBASTIAN.JENTSCHKE@UIB.NO





## **Vocal: Voice projection**

- **exercise**: lie on your back, breathe, put a **book** on your **diaphragm**, breathe again, stand up and say sth.
- find optimum pitch: place your hand at heart level, say «ohhh» (from high to low pitch)
- record yourself during a (pretended) conversation and judge:
   (1) clarity / ennunciation, (2) volume, (3) resonance
- warm-up (e.g., humming scales)
- avoid to cry (i.e., your voice getting shrill)
- speak without hesitation, speak as equal (otherwise will not speak loud enough)





## **Verbal: Some rhetoric figures**

- **antithesis**: «ask not what your country can do for you, ask what you can do for your country»
- alliteration (repetition of initial consonants): «Do we participate in a politics of cynicism or do we participate in a politics of hope?»
- anaphora / mantra: «I have a dream.»
- anecdote (a brief human interest story): «I discussed this with»
- topspin (benefit or call to action): «I'm absolutely convinced we can do it. ... I promise ... I will work every single day...»





## Fear and physiology

fight-or-flight-mode (exposed, in the limelight) low confidence and control

- $\rightarrow$  inadequate preparation / rehearsal
  - video-tape a trial, ask friends for feedback
- $\rightarrow$  low experience: exposition desensibilization
- $\rightarrow$  some helpful techniques:

move around, avoid fidgeting control your breathing, concentrate on your stand imagine them naked (for fragility, not for attractivity) PRESENTATION TECHNIQUE SEBASTIAN.JENTSCHKE@UIB.NO PAGE 43





## Fear and physiology

- blushing is normal people regard it unnatual if somebody doesn't
- spotlight-effect
   you feel to be much more
   in the centre of attention
   than you are





**Experiment:** Students put on Barry Manilow T-shirts before entering a room with other students. (Manilow was not even cool "back in the day.")

**Result:** The students thought others would notice the T-shirt, assumed people were looking at them, when this was not the case; they greatly overestimated the extent to which the **spotlight** was on them.

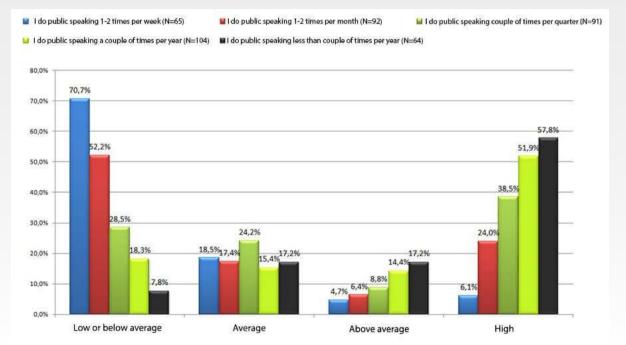
The spotlight effect: assuming that people are have attention focused on you when they actually may not be noticing you.

**Lesson:** People don't notice our errors, quirks, features, and shirts as much as we think they do.





## Fear and physiology





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## Fear and physiology

#### 6B04 Social anxiety disorder

#### Parent

Anxiety or fear-related disorders

Show all ancestors 😵

#### Description

Social anxiety disorder is characterized by marked and excessive fear or anxiety that consistently occurs in one or more social situations such as social interactions (e.g., having a conversation), being observed (e.g., eating or drinking), or performing in front of others (e.g., giving a speech). The individual is concerned that he or she will act in a way, or show anxiety symptoms, that will be negatively evaluated by others. The social situations are consistently avoided or else endured with intense fear or anxiety. The symptoms persist for at least several months and are sufficiently severe to result in significant distress or significant impairment in personal, family, social, educational, occupational, or other important areas of functioning.

#### Inclusions

Anthropophobia

Postcoordination ?

#### Add detail to Social anxiety disorder

Has manifestation (use additional code, if desired .)

MB23.H Panic attack



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## What to do if you get stuck?

- prepare notes in PP or on paper
- over-rehearse (less likely and easier to find back)
- accept to have difficult thoughts: what if I stammer, act dumb, etc.
- it is fine if you take a pause; drink some water
- train relaxation techniques (deep breathing, etc.)
- distract yourself (with positive thoughts)





## Preparing yourself

- consider what to wear (comfortable with yourself)
- record yourself during a dry run, ask for feedback
- **day before**: rehearse, fine-tune, think about strategies to overcome too much arousal
- **30 min before**: relax, concentrate on breathing, think about calming things; voice prep.: drink warm water, speak your core message loud, repeat tongue twisters
- **beginning**: solidly practise the introduction, smile
- «intermission» slides between sections



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# Any questions?



## Further reading (or watching):

- https://www.businessballs.com/communication-skills/ presentation-skills-and-techniques/
- http://vita.had.co.nz/papers/layered-grammar.pdf
- https://r4ds.had.co.nz/ (chapter 3 and 28)
- https://www.r-graph-gallery.com/
- https://ourworldindata.org/
- https://www.youtube.com/watch?v=ynmemxQicQk (voice proj.)
- https://www.sltinfo.com/voice-projection-exercises/
- https://vocaltechnique.co.uk/voice-projection-exercises/
- https://www.youtube.com/watch?v=8sQoYa8Tptl (articulation)
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## Summary

- the structure of your presentation is also a framework for you: why? how? what did we obtain? what does it mean?
- be clear and concise on your slides and with your figures structure them by emphasizing main points
- it is normal to have fear: prepare well and invest in training (e.g., relaxation) techniques to help you
- challenge yourself: practice makes perfect
- GO OUT, BE BRAVE AND TRY IT!



# Thank you for your interest!