

Presentation Writing

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Abstract

This document provides guidance for graduate students to compose technical presentations. It highlights many useful techniques for generating the expected scholarly level of results. It also lists suggested mechanisms for maximizing efficiency during this phase of the research process.

Also, see my Ph.D. Overview [1], Ph.D. Plan [2], and Technical Writing [3] documents for additional information.

Guidelines

- One slide for every 2 minutes of speaking on average.
- (Most) every slide should have one table or figure.
- Use consistent font types and colors throughout presentation depending on indentation.
- Use the cal.ucf.edu lab slide background and template for all slides.
- Fine-tune line spacing to properly group text on the slide.
- Normally, use no spaces before colon (unless special formatting required).
i.e. "list: item one" vs "list : item one"
- Avoid text-only slides
- Avoid writing whole sentences in slides – short phrases, lists preferred
- Do not include a "the end" or "questions" slide at the end - considered unprofessional.

References

- [1] R. F. DeMara, *Ph.D. Overview*, available at <http://cal.ucf.edu/demara/advising>
[2] R. F. DeMara, *Ph.D. Plan*, available at <http://cal.ucf.edu/demara/advising>
[3] R. F. DeMara, *Presentation Writing*, available at <http://cal.ucf.edu/demara/advising>