



## **PRESENTATION SKILLS**

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# Public Speaking Produces Anxiety in Most People

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## People's Biggest Fears

3. Death

2. Snakes

1. Public Speaking !!

# Fear / Nerves

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- Are natural
- Are good
- It is not that stressful
- You know the topic better than anyone
- Use humor
- Stick to the script

# Outline

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- Know and focus on your audience
- Personal appearance
- Body attitude /Hands
- Visual aids
- Pointer
- Voice
- Eye contact

# KNOW IT!

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- Know your audience and material !
- Use logical sequence
- Practice, practice, practice
  - in front of a mirror, family, friends or colleagues.
- Videotape or record yourself.
- Emphasize strong points

# Rehearsing

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- **Practice –stand up and say the words out loud**
  - You discover what you don't understand
  - You develop a natural flow
  - You come up with better phrasings and ways to describe things
  - **Stay within the time limit**
- **Don't over rehearse or memorize the talk**
  - The first practice things will improve at least 10 fold
  - The second will make things twice as good
  - No need to over/rehearse

# APPEARANCE

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- You are an actor; you are important.
- Dress appropriately.
- Look pleasant, calm, enthusiastic, confident, proud, and not arrogant.
- Turn off cell phone !
- Go to the bathroom before the talk.

# VOICE

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- Speak slowly, enunciate clearly, and show appropriate emotion and feeling relating to your topic.
- Speak loud and clear
- Be familiar with microphones.
- DON'T READ WORD BY WORD....
- Pace and pause between sentences



# STARTING

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- RELAX & LOOK AT THE AUDIENCE !
- Begin by addressing the audience.
  - *Good morning....*
  - *It is a pleasure to be here....*
  - *Thank you for the invitation...*
- It buys you time and calms your nerves.
- Pause, smile and count to three before saying anything.

# BODY LANGUAGE

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- Avoid standing still with head down and reading from a prepared speech.
- Move or walk if possible
- Use your hands to explain and help convey ideas.
- Don't hold on to the stand.
- Don't bang your feet.

# Gestures

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- **Express emotion with your facial muscles**
- **Avoid distracting mannerisms –**  
(fidgeting, twitching, lip biting, key jingling, hands in pockets or behind the back)
- **Hands -** Every hand gesture should be total body movement that starts from the shoulder

# Eye contact

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- Look around / fix on a given person for 3 seconds and move on.
- Have direct eye contact with 4-6 persons, and then glance at the whole audience while speaking.
- Use your eye contact to make everyone in your audience feel involved.

# Humor

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- You may add humor , but.....
- Don't ever joke about sex, religion or politics.
- A good talk makes time fly, but a boring speech is always too long to endure even if the presentation time is the same.

# How to create a presentation

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- What do you want to achieve from your presentation
- Know your audience
- What is the key message
- Structure
- Edit
- Rehearse

# How to create a presentation

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- Most important ?

**KEEP IT SIMPLE !!!!!**

# Structure

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- Title slide
- Outline
- Then...
  - Introduction / Methods / Results / Conclusion
- Follow outline
- Summary slide





## How to Present in Public

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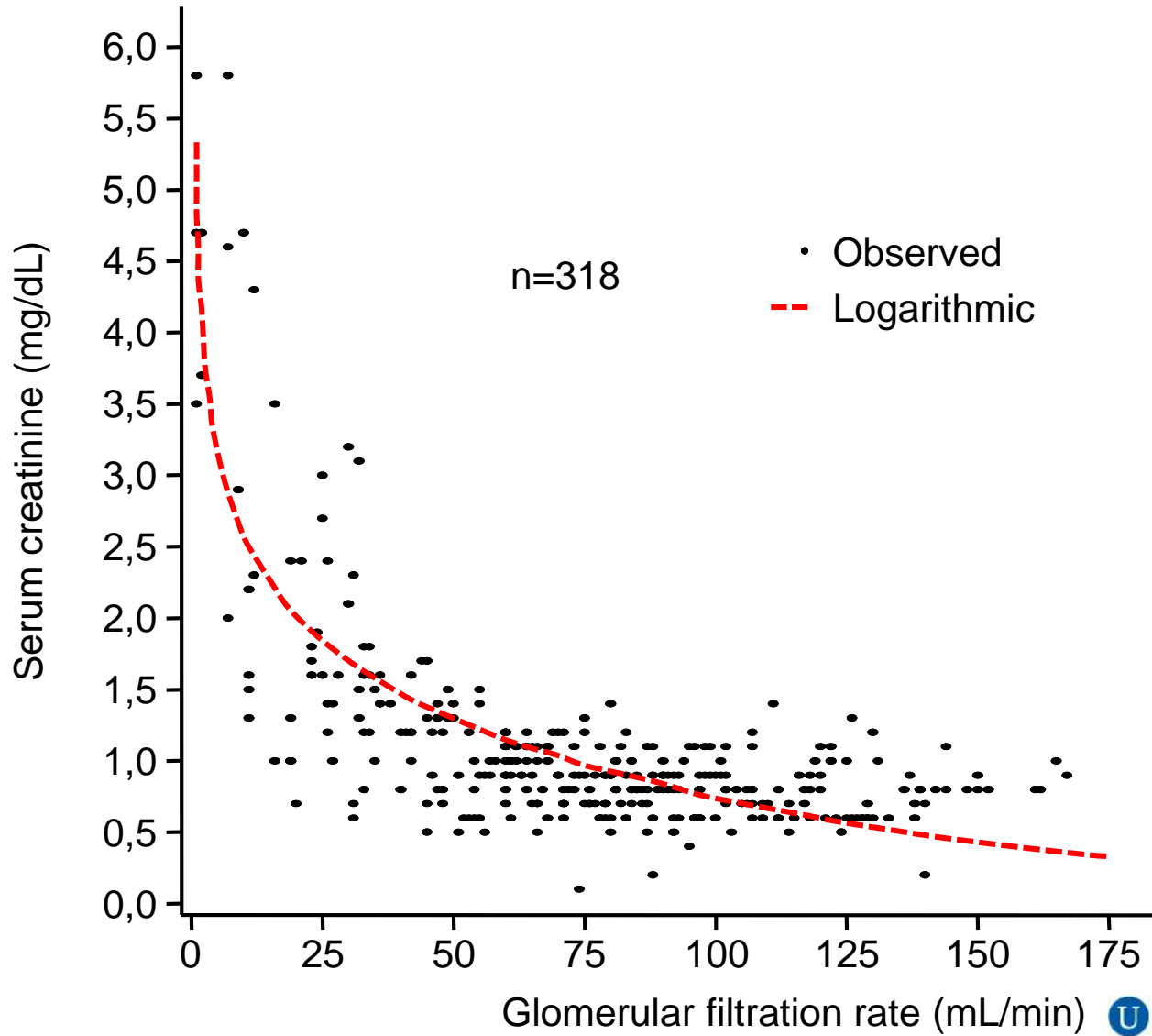
University of Barcelona, Spain

# Outline

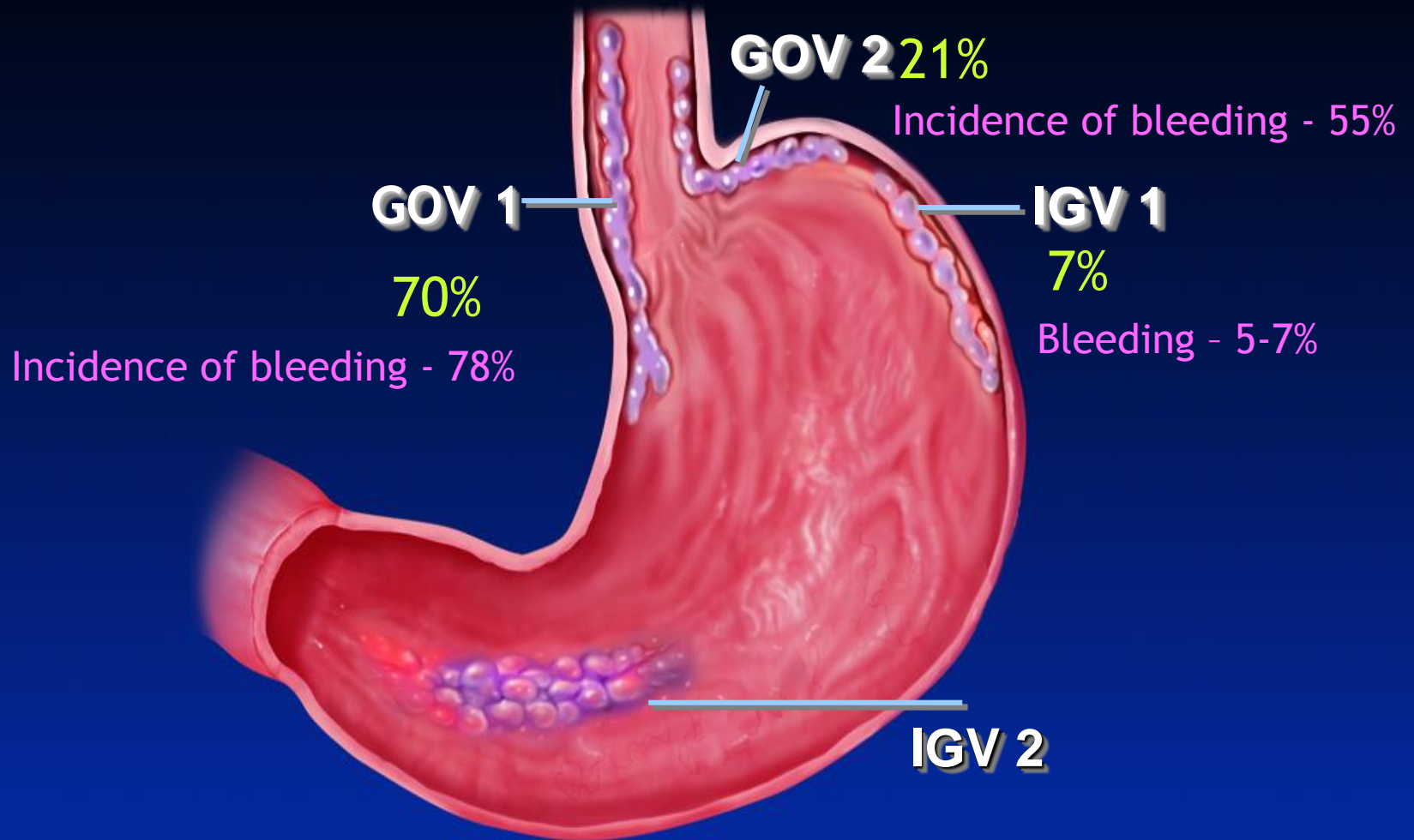
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- Scope of the problem
- Concepts on pathogenesis
  - Bacterial translocation
- Treatment options based on the above

## RELATIONSHIP SERUM CREATININE & GFR IN PATIENTS WITH CIRRHOSIS



# Classification of Gastric Varices



# PowerPoint

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- Try to convey ideas with figures!
  - Avoid too much text.
  - Combine text / figure
- 
- **APROX 4 BULLETS WITH SENTENCES  
NO LONGER THAN 6-8 WORDS**

# What Font to Use

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Type size should be 20 points or larger:

18 point

20 point

24 point

28 point

36 point

**AVOID USING ALL CAPITAL LETTERS  
BECAUSE IT'S MUCH HARDER TO READ !!**

\* References can be in 12-14 point font

# Color

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Dark letters against a light background work

Dark letters against a light background  
are best for smaller rooms, especially when the lights  
are on for teaching

# Color

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Light letters against a dark background  
also work

Many experts feel that a dark blue or black  
background works best for talks in a large  
room



# Avoid bad colors

- White and black is good
- Blue and white or yellow is good
- THIS SLIDE HAS HORRIBLE COLOR....

# Pitfalls

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- People tend to place every word they intend to say in the slide. This makes the slide so very busy no one will care or read it. They might as well read it in a journal or book. Why have it all displayed for read out? Don't you have anything interesting to say? Don't you know the topic? You should know it by heart !
- People will get bored by the end of the slide
- PLEASE AVOID THIS TYPE OF SLIDE!!!!

# Pitfalls

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- Run spell check!
- Don't look stupid !
- Avoid excessive bullet points
- Do not over-dazzle with excessive use of animation, sound clips, or colors which are inappropriate for your topic

# Slides

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- Less is more
- Don't cram data or tables into a slide....
- Be consistent with data in presentation and with what you are saying

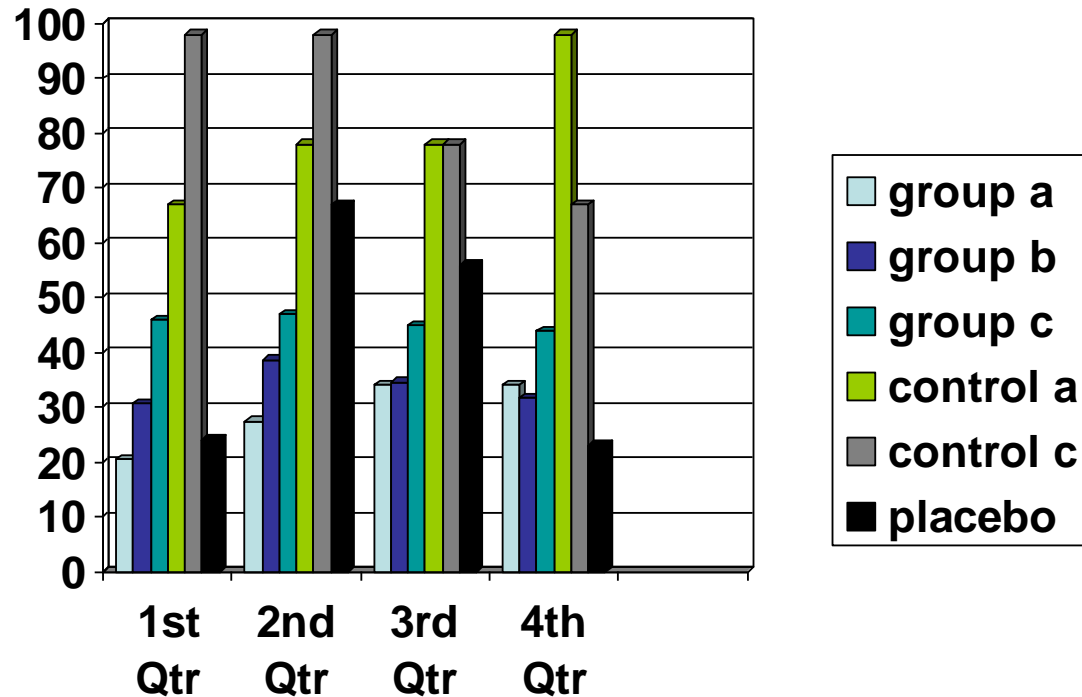
# Presenting Your Methods, Data, and Results

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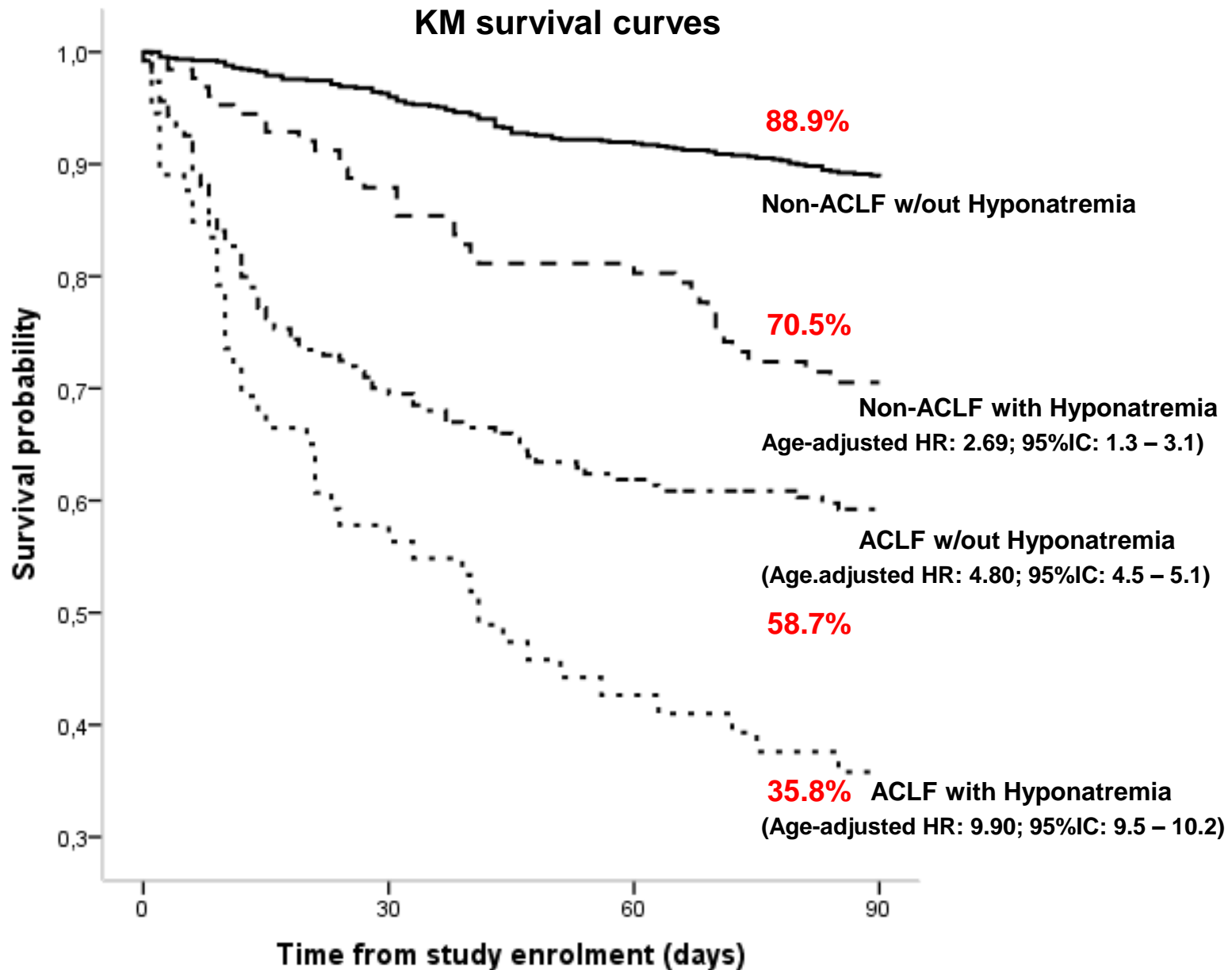
- Methods, Instrumentation
  - For most talks, only present the minimum
- Data Tables
  - useful for a small amount of data
  - Include units
  - But tables are often used badly ...

Demographics and Baseline Characteristics		
	(N=63) Drug	(N= 57) Placebo
Age Mean (years $\pm$ SD)	52 (8)	55 (9)
Female Gender n (%)	13 (20.6 )	19 (33.3)
<b>Etiology of Cirrhosis</b>		
Alcohol use	34 (54.0)	30 (52.6)
Hepatitis B	2 (3.2)	2 (3.5)
Hepatitis C	19 (30.2)	15 (26.3)
Other	4 (6.3)	6 (10.5)
<b>MELD score (n) mean</b>	(21) 15.77 $\pm$ 4.97	(20) 16.27 $\pm$ 6.37
<b>Child-Pugh Class n (%)</b>		
Grade A	11 (17.5)	8 (14,4)
Grade B/C	52 (82.5)	49 (85,6)
<b>Mean serum sodium mmol/L</b>	128.84 $\pm$ 4.28	128.61 $\pm$ 4.35
<b>Degree of hyponatremia</b>		
Mild (130-134 mEq/mL) n (%)	28 (44.4)	25(43.9)
Mean S <sub>Na</sub> (mEq/L)	132.39 $\pm$ 1.50	132.40 $\pm$ 1.08
Severe (<130 mEq/mL) n (%)	35 (55.6)	32 (56.1)
Mean S <sub>Na</sub> (mEq/L )	126 $\pm$ 3.60	125.66 $\pm$ 3.55
<b>Mean score on SF Health Survey</b>		
Physical Component Summary	31.17 $\pm$ 9.65	31.35 $\pm$ 10.66
Mental Component Summary	43.06 $\pm$ 11.08	43.24 $\pm$ 11.76

Study of response to therapy in patients with tuberculosis treated with 6 different regimens (INH, RFM, CIP, vs control groups and placebo



Response	GA	GB	GC	PLB
%	41.2	54.8	31.9	10.6
Drop out	4	7	4	9





# Summary slide

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- Announce the ending so that people are prepared
  - For example, with a slide titled “Conclusions”
- Have only a few concluding statements (4 or 5)
- Acknowledge limitations
- Open up new perspective
  - Propose future studies

# Visual Aids

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- **Keep your visual aids:**
- Visible
- Simple
- Colorful, but don't let them upstage you
- Justified by the content -- not too many or too few slides

# Laser pointer

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- Avoid using it too much!!
- It drives the audience crazy.
- Do not use it in every slide, just select slides.

# Summary

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- You need to know how to present
- Be confident
- Practice, Practice, Practice
- Use images rather than words
- Less is more
- Speak loud and clear, pace yourself
- Body attitude is key.