Presentations

James Alleman

Interdisciplinary Telecommunications Program
University of Colorado & PHB Hagler Bailly

Copyright © 1999 James Alleman. All Rights Reserved.

Agenda

- Overview/General
- Techniques
  - Slides
  - Content

Overview/General

- Introduce Yourself
- Introduce the Group
- Overview of Presentation

Techniques: Slides

- Equal Size Type
- 3/4 Bullets
- 3/4 Words per Bullet
Techniques: Slides

- Smaller Font on Title
  (The title should be part of Agenda slide)
- Equal Size Type on Foils
- 3/4 Bullets
- 3/4 Words per Bullet

Techniques: Content -- Wrong

- Set All Your Objectives Clearly
- Outline Your Concepts in a Detailed Format
- Sketch All Your Concepts Before You Begin

Techniques: Content -- Right

- Set Objectives
- Outline Concepts
- Sketch Content

Getting Started

- Note the last two slides convey the same message, but the second highlights your points. It does not distract the listeners because they are reading. You cover the points in your talk.