

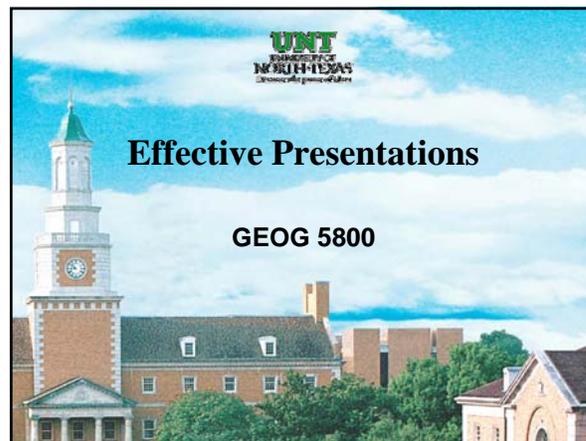
### Student Perceptions of Teaching (SPOT)

UNT is introducing a new teaching evaluation system called SPOT this semester.

Please watch for an email notification on how to access SPOT.

SPOT evaluations are open from November 9 to November 22.

I would appreciate your feedback on this course. Your input helps me to know what is working well and what needs improvement.



### Effective Presentations

- This week's topic is important because
  - 1. when we give a presentation, we want to communicate effectively and leave a good impression
  - 2. when we sit through a presentation, we don't want to be bored silly

### Effective Presentations

- Q: how many/what type of presentations have you done yourself, as well as attended?
  - What impressions do you have of what you have seen and heard?

### Effective Presentations

- Deal with two sections in turn
  - 1. Oral presentations
  - 2. Poster presentations

### Oral Presentations

- Preparing
  - 1. Know your topic
  - Knowing the background behind what you are saying helps you feel confident and comfortable

## Oral Presentations

- **Preparing**
  - 2. Think about what your audience needs to know
  - Who are you talking to, what do they know, and what do you need to tell them so they understand
  - Remember, their perspective is usually different from yours

## Oral Presentations

- **Preparing**
  - 3. Do not write down everything you say
  - People who read everything are boring
  - If you need to, write down an outline to keep you on track
  - If you truly know what you're talking about, you won't need many notes

## Oral Presentations

- **Preparing**
  - 4. Use visual aids where possible
  - PowerPoint is a wonderful thing, but know its strengths and limitations
  - Don't: put up every word you say
  - Do: summarize, use graphics to illustrate, and use font sizes large enough to read easily

## Oral Presentations

- **Preparing**
  - 4. Use visual aids where possible
  - Hand-outs can be good to organize notes or provide graphics that would be too complicated for the audience to write down

## Oral Presentations

- **Preparing**
  - 5. Practice
  - Know the time limit, time yourself, and test your notes
  - Too much information, or not enough?
  - How does the presentation flow?
  - Something that looks good on paper might not be when delivered orally, so actual practice is important

## Oral Presentations

- **Presenting**
  - 1. Dress appropriately
  - Know your audience, what is appropriate for the setting?

## Oral Presentations

- **Presenting**
  - 2. Be on time
  - Ensures you know the equipment you will use and the room
  - You will also have time to find out about last-minute schedule changes

## Oral Presentations

- **Presenting**
  - 3. Keep track of time
  - 4. Speak loudly, clearly, and with enthusiasm
  - 5. Never apologize
  - 6. Look at your audience
  - 7. Use and address each of your visuals

## Poster Presentations

- **Basic Elements**
  - Subject title
  - Author(s), affiliation
  - Textual materials
  - Visual materials
  - Short list of references

## Poster Presentations

- **Viewability**
  - Title should be readable from at least 15 or 20 feet away
  - Other text should be legible from four to six feet away (18 point font is minimum)
  - Does your poster attract attention? Vibrant colors help, but use these selectively

## Poster Presentations

- **Textual material**
  - Be concise
  - Use point form rather than paragraphs
  - Final word count: 250-450 words (no more!)
  - Essential information that goes beyond this can go in a hand-out

## Poster Presentations

- **Visual material**
  - All visuals must directly relate to project
  - Keep visuals as simple as possible (quick understanding)
  - Graphs and maps are better than tables
  - Consider a variety of visual types and choose the one(s) best suited to your poster

## Poster Presentations

- **Layout**
  - Identify everything you want to include
  - Sketch out a rough layout of all elements of the poster (to scale) to see what works best
  - Place explanatory text boxes close to visuals

## Poster Presentations

- **Layout**
  - Help your readers move through the poster by using columns, rows, arrows, and/or sequential numbers/letters
  - Don't overload the poster: open space is important too