MPP Capstone Workshop

Polishing Presentations

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Nationwide survey of employers – top job candidate skills/qualities:

- Verbal communication skills
- Strong work ethic
- Teamwork skills
- Analytical skills
- Initiative

http://www.naceweb.org/so12082010/college_skills/
• Well organized
• Used some casual humor (usually self-deprecating)
• Not bubbly, but energy & comfort
• Perfect amounts of detail!
• [A few “uhs” but not distracting]
Solid; no rocking
Great eye contact
Without notes
Strong gestures

Authentic, sincere, and unpretentious
Like an old friend
Calm confidence
Aristotle’s elements of rhetorical appeals:

- Logos (logic & evidence)
- Pathos (emotion & empathy)
- Ethos (source credibility)
Start Strong

- An engaging, energetic start
- Pose a rhetorical question
- Set up a puzzle, a challenge
- Say something provocative
- Don’t thank people for attending
## Presentation Structure

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem/Issue</td>
<td>Construct content for your specific audience.</td>
</tr>
<tr>
<td>Literature Review</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td></td>
</tr>
<tr>
<td>Analysis of findings</td>
<td></td>
</tr>
<tr>
<td>Conclusions and recommendations</td>
<td></td>
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</tbody>
</table>
# Presentation Structure

<table>
<thead>
<tr>
<th>Topic</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem/Issue</td>
<td>Light to moderate</td>
</tr>
<tr>
<td>Literature Review</td>
<td>Light</td>
</tr>
<tr>
<td>Methodology</td>
<td>Moderate to light</td>
</tr>
<tr>
<td>Analysis of findings</td>
<td>Heavy</td>
</tr>
<tr>
<td>Conclusions and recommendations</td>
<td>Moderately heavy</td>
</tr>
</tbody>
</table>
## Presentation Structure

<table>
<thead>
<tr>
<th>Topic</th>
<th>Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem/Issue</td>
<td>MPPs: Nice job of hitting highpoints</td>
</tr>
<tr>
<td>Literature Review</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td>Right amount of detail</td>
</tr>
<tr>
<td>Analysis of findings</td>
<td></td>
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<tr>
<td>Conclusions and recommendations</td>
<td></td>
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</tbody>
</table>
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<table>
<thead>
<tr>
<th>Topic</th>
<th>Technique</th>
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</thead>
<tbody>
<tr>
<td>Problem/Issue</td>
<td>Tell a story!</td>
</tr>
<tr>
<td>Literature Review</td>
<td></td>
</tr>
<tr>
<td>Methodology</td>
<td></td>
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</table>
Finish Strong

- Say something “conclusive,” upbeat, memorable, and with a tone of finality
- Resist saying: “That concludes my remarks.”
Today’s Suggestions

Content Preparation

Delivery
Practice / Rehearse

► Introduction
► Conclusion
► Timing
► Minimize/eliminate notes
Avoiding time trouble...

► Rehearse & time remarks.
► Colleague to give 5-2-1-X signals.
► Resist early elaborations.
► Truncate, edit on the fly, conclude.
Bring cables?
Bring PDF version as PPT backup?

Check the room and equipment.
Natural Jitters?

► Take deep breaths before start.
► Pause and look over the audience.
► Script & memorize the first minute.
► Rehearse.
Own the Room

► No podium!
► Stand solid
► Stand tall
Own the Room

► Power of talking without notes
► Eye contact
► Avoid talking to the screen
► Solution?
► Familiarity
► 2nd screen
Laser or pointer but better if add highlights in PPT
Positive Energy

► Voice, tone
► Eyes, attitude
► A few smiles
► Not grim (please)
Voice Volume & Tone

- Project to room
- Nonrobotic; vary tone
- For authority and credibility, end sentences with periods.

High rising terminal (HRT) aka “Uptalk”; recent origins debated; but break the habit.
7 specific capstone goals

► Positive energy
► Good eye contact
► Solid posture (away from podium)
► Speak with few or no notes
► Strong voice projection
► Sentences end with vocal periods
► Effective, uncluttered PowerPoint
Today’s Suggestions

Content Preparation

PowerPoint Design

Delivery