



# How To Give Great Presentations



Guy Smith-Ferrier

[guy@guysmithferrier.com](mailto:guy@guysmithferrier.com)

Blog: <http://www.guysmithferrier.com>

# Agenda

- How To Choose A Subject
- How To Prepare A Presentation
- How To Deliver A Presentation

# How To Choose A Subject

# How To Choose A Subject

- Choose a subject you are excited about
- Easy subjects
  - Visual subjects
    - Some ASP.NET subjects, Windows Forms, WPF
  - Top 10 subjects
  - Fun subjects
    - Games Programming, Controlling Robots
- Hard subjects
  - Non-visual subjects
    - WCF, Generics, Threading, Garbage Collection
  - Top 10 subjects

# How To Prepare A Presentation

# Standard Slides

- Opening Slide
  - including your name, email address, blog, website
- About You
- Agenda
- (Presentation Slides)
- Summary / Conclusion
- Resources
- Questions
- Closing Slide

# How To Explain Anything

- Explanations are atomic
  - Explain one thing at a time
- Examples are atomic
  - Demo code is not production code
    - It shows the "happy path"
    - It shows the shortest number of lines to illustrate the point
- Consider showing the end result first

# 8 Item Stack

- On average the human brain has an 8 item stack
  - You must consolidate information at regular intervals using examples or demos
  - Do not explain everything first and then start doing demos

# Demos

- Demos with a large amount of code
  - Do you really need a large amount of code ?
  - Attendees are distrustful and/or bored by large amounts of code
  - Consider using pre-prepared demos
  - Consider preparing Code Snippets
- Consider the time it takes for the machine to complete the example

# Demos That Cannot Be Performed Live

- Some demos cannot be performed live
  - No internet connection
- Record the demo using a screen recorder
  - Camtasia Studio, TurboDemo, IQuick, AutoScreenRecorder, Bulent's Screen Recorder, My Screen Recorder, RiverPast, ACA etc.

# Using PowerPoint

- Animations
  - Use the right amount of animation
  - Animations do not work on handouts
- URLs
  - Turn off PowerPoint's automatic hyper-linking (Tools | AutoCorrect Options...)

# Copy Edit Your Slides

- Typos
- Continuity
- Full stops
- Spelling in your target language

# Cheat Sheets

- Create cheat sheets from your presentation
  - Print out the slides and annotate them

# Practicing Your Presentation

- Practice it
  - Time it
  - Record yourself using a camcorder or Camtasia

# How To Deliver A Presentation

# 2 Weeks Before The Presentation

- Set screen size (e.g. 1024 \* 768)
  - Check the screen size of your virtual machines
- Set font sizes
  - Visual Studio
  - NotePad
  - ILDasm
  - Reflector
  - Command Window
- Set Selected Text colour
  - Visual Studio (Tools | Options | Environment | Fonts and Colors | Text Editor | Selected Text)

# 15 Minutes Before The Presentation

- Bottle of still water (no carbonated drinks)
- Turn off mobile phone
- Turn off Screen Saver, Messenger, Internet Security ? SQL Server ? etc.
- Set Power Management option
- Start up Virtual Machines if necessary
- Start up software with slow start times
- Dry run time consuming demos
- Undo old demos
- Put up your opening slide

# Starting The Session

- Introduce yourself
- Introduce your session
- State whether you take questions during the presentation or at the end

# Nervousness And How To Overcome It

- Be prepared
  - If you freeze it is easier to recover when your brain has to think less
- Design your presentation so that it helps you to get to the next point
- Remember: the first 5-10 minutes are the hardest

# Demos

- Get to the end result first
- Demo speed is not developer speed
- Practice talking whilst typing

# Humour

- Why use humour ?
- Size Of Audience / Size Of Room
- How to kill a joke

# Fluency

- One reason why people pause and hesitate is because they are thinking
- Do your thinking before the presentation

# Pointing Tools

- Mouse
  - Pointer Options, Show location of pointer when I press CTRL key
- Laser Pointer
  - Kensington Wireless Presentation Remote

# Drawing Tools

- PowerPoint
  - Right click, Pointer Options
- Zoomit
  - <http://technet.microsoft.com/en-us/sysinternals/bb897434.aspx>
- NLarge (requires .NET Framework 3.0)
  - <http://www.codeplex.com/NLarge>

# Zooming Tools

- Magnifier
  - Start | All Programs | Accessories | Accessibility)
- Wireless Laser Mouse 8000
- Zoomit
  - <http://technet.microsoft.com/en-us/sysinternals/bb897434.aspx>
- NLarge (requires .NET Framework 3.0)
  - <http://www.codeplex.com/NLarge>

# Visual Studio

- Maximizing the Source Code window
  - View | Full Screen
  - Shift+Alt+Enter

# Questions

- Your questions
  - Make sure there is a reason
  - Limit the number of questions
- The audience's questions
  - Repeat the question
  - Controlling the volume of questions
  - Not knowing the answer

# Mobile Phones

- Do nothing
- Make a joke
- Remember, you are the host

# After The Presentation

- Read your feedback forms and adapt

# Resources

- How To Give Great Presentations
  - <http://www.guysmithferrier.com/downloads/HowToGiveGreatPresentations.pdf>
- The Ten Worst Presentation Moments
  - <http://www.microsoft.com/uk/atwork/work/presentationdisasters.msp>
- Beyond Bullet Points, Cliff Atkinson, Microsoft Press
- Guy Kawasaki, How to be a Demo God
  - [http://blog.guykawasaki.com/2006/01/how\\_to\\_be\\_a\\_dem.html](http://blog.guykawasaki.com/2006/01/how_to_be_a_dem.html)

# Summary

- The Secret Of Successful Presentations
  - Know your subject
  - Know your materials
  - Know how to present