

# Best Practices for Creating and Delivering Oral Research Presentations

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# Oral Presentations

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Also called a “talk”

Given by first author, PI, or multiple authors

Visual representation of research

- can be a study, proposal, body of work

Uses presentation tools such as Power Point

Set time limit (10 min for SRD)

Shared with other scholars

Q&A after

Often judged

# Creating an Oral Presentation

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# Research Presentation

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Use presentation software (Power Point)

Common slide titles:

- Introduction
- Purpose
- Literature review
- Research question(s) and/or hypotheses
- Method
- Results
- Discussion
- Implications and limitations (Conclusion)

Consult the conference guidelines for details

# Templates

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Use an interesting but appropriate template

- Subtle
- Not too much color
- Allow content to shine

Use attractive but not distracting slides

Black type with white or light background is best



# Slide Design

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When designing a presentation:

- Use bullets to summarize points
- Use phrases rather than full sentences
- Text includes main points
  - Presenter expands on points
- Use consistent spacing throughout
- Use consistent font types/sizes throughout

# Bullets

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Use different symbol for each layer of bullets

➤ Like this

- Use smaller sub bullets

Minimize space between text and bullet point (two to three spaces)

- Example of too much space

Minimize word usage

- Limit to one line
- Should be an outline
- Not full sentences



# Fonts

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## Serif vs. sans serif fonts

- Serif = has “legs” (e.g., Times)
  - Easy to read when text is small
- Sans serif = no legs (e.g., Arial narrow)
  - Works with larger type

## Examples of effective fonts for presentations

- Tw Cen MT
- Calibri
- Arial



# Text Size

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**Title size: 36-50** (depends on font)

Text size: between 20 and **28**

- Be consistent throughout presentation
- Minimum size should be 20
- References can be smaller size

**Bold text** when emphasizing point

No more than three different text sizes on one slide

# Organization

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Presentation should:

- Have a logical flow
- Follow the manuscript
- Include titles for each section

Vary look of slides

- Some slides with text
- Some slides with graphics



# Illustrations

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Use graphics/pictures relevant to content

- High resolution (300 DPI)

Placement depends on its importance

- Do not overpower text with graphics

Avoid using images from Google search

- Use Wikimedia Commons, Flickr, built-in clip art
- Images that are free to use



# Charts and Graphs

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Necessary for presenting data

- Represent your data
- Show your results

Add titles, labels, scale, etc. (APA format)

One graph per slide

Keep it simple

Consider which graphs to use

# Charts and Graphs

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Use pointer to draw attention to areas on chart

Use dissimilar colors

- distinguish groups, lines, bars

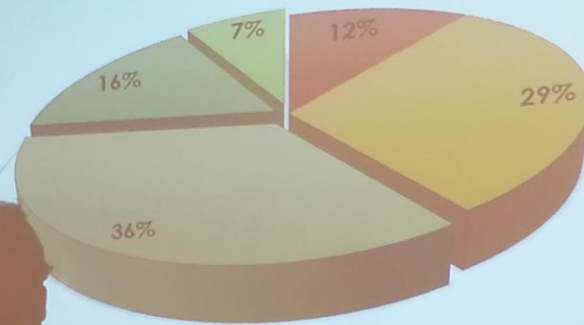
Tables should be in APA format

- include statistical significance (if applicable)

Do not use SPSS or R output!

- use the built-in PowerPoint charts, if you can

I am satisfied with the lab equipment...



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree



# PTSD Level and Media and Technology Usage

*ANOVA results for Media and Technology Use by Level of PTSD in each sample*

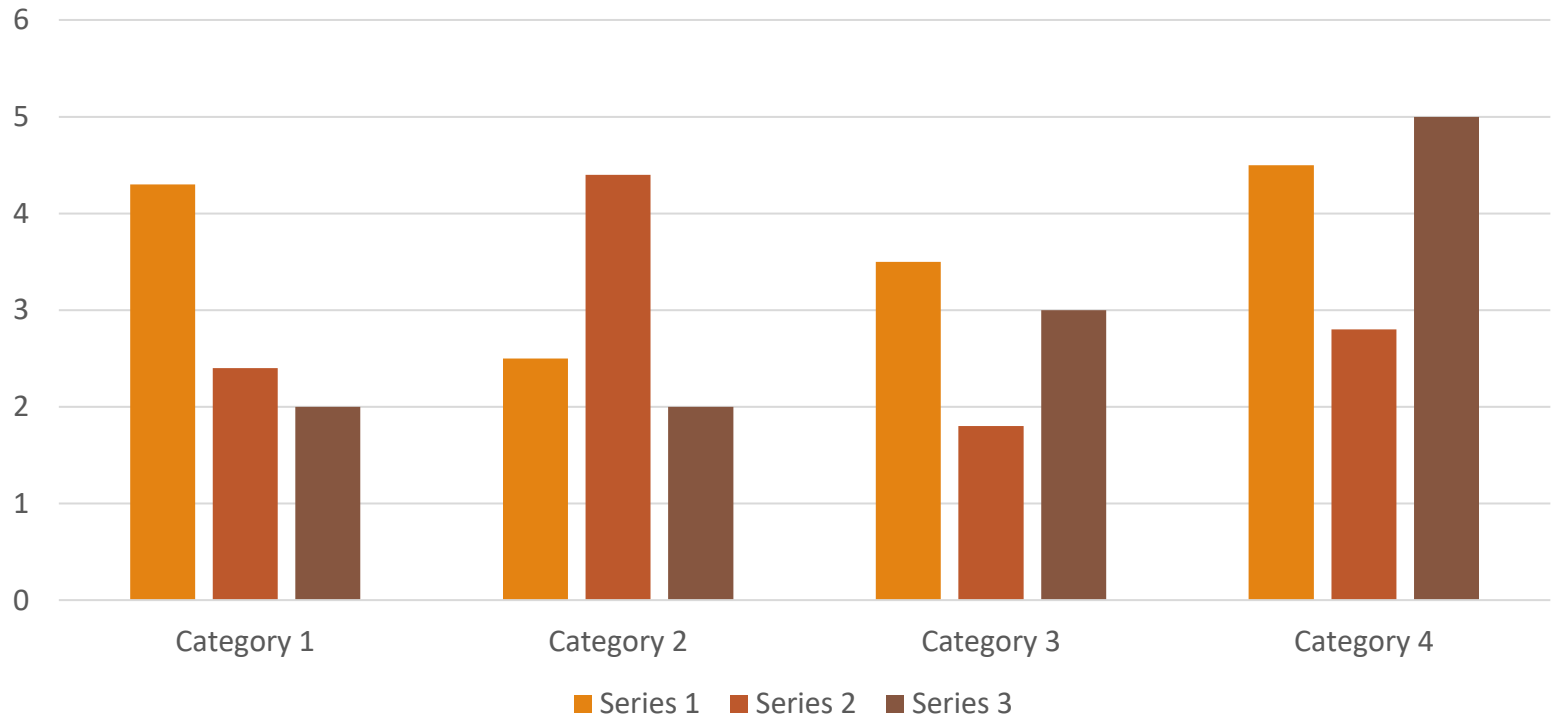
MTUA Subscale	Veterans		Civilians		F	p
	Mean	SD	Mean	SD		
E-mailing	27.41	9.17	25.61	7.27	.173	> .05
Text messaging	21.76	7.01	23.52	6.01	.329	> .05
Phone calling	14.17	3.84	13.02	4.71	.978	> .05
Smartphone usage	55.64	21.93	61.33	19.61	.185	> .05
TV viewing	8.94	5.47	11.11	4.41	.048	> .05
Media sharing	16.41	8.88	18.97	9.24	.461	> .05
Internet searching	27.00	9.84	28.47	7.69	2.39	> .05
Video gaming	15.29	8.08	15.11	8.30	3.63	< .05*
Social media usage	43.91	20.61	44.57	20.83	3.08	< .05*
Facebook friendships	10.66	5.64	10.26	3.50	.397	> .05
Online friendships	4.50	3.03	4.34	3.52	2.70	> .05

Note: \* =  $p < .05$

# Graphs

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Use charts in Power Point for best display

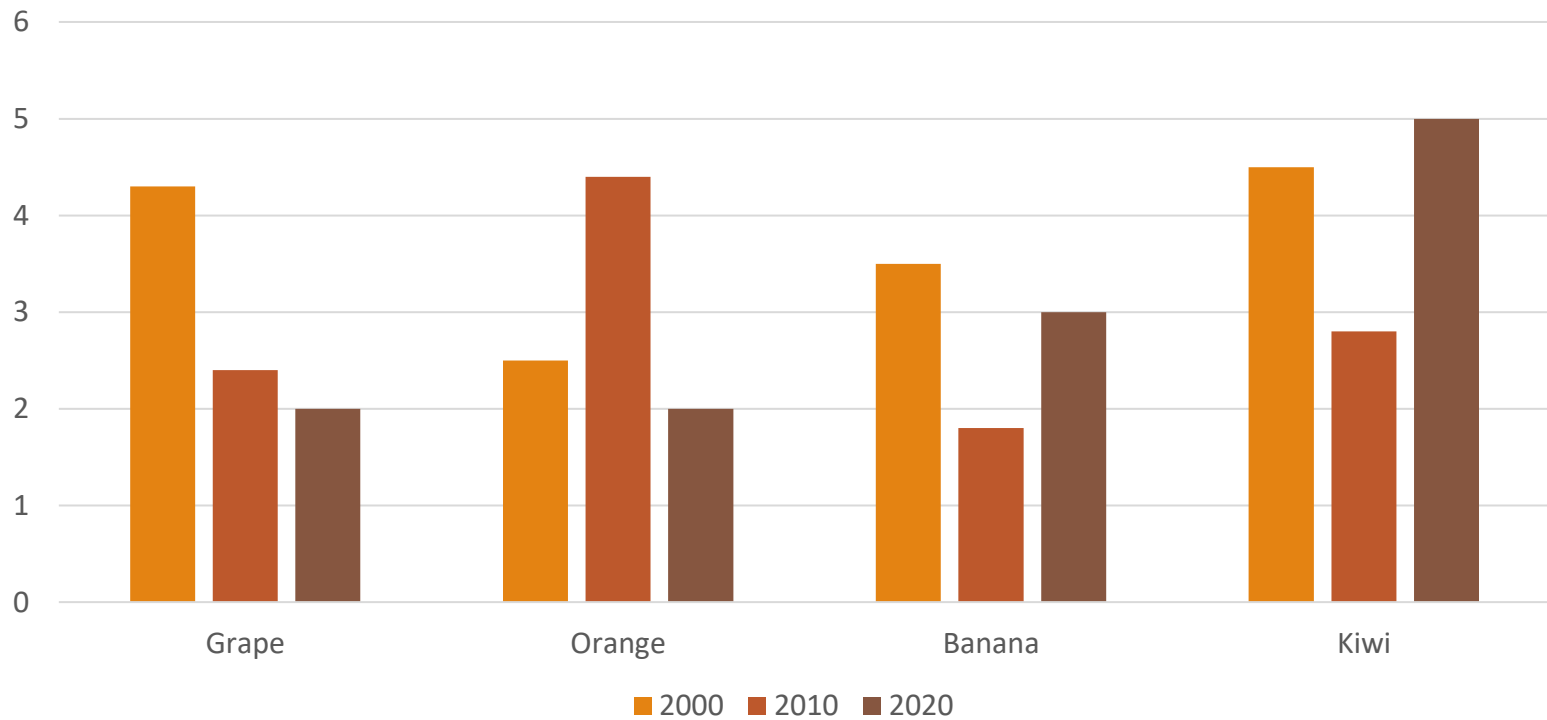




# Power Point Charts

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U.S. Fruit Consumption



# Animations and Transitions

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## Animations

- Used for guiding your audience with bullets
  - Avoid using fancy animations
  - Use “appear”
  - Dimming can be helpful for the reader

## Use slide transitions sparingly

~ 1 minute per slide

- ~ 20 slides for 15- to 20-minute presentation

# Video and Audio

## Videos

- Can connect video links from YouTube
- **OR** play video in a separate window
- **OR** use “embedded” videos

## Audio only

- Use embedded audio

## PowerPoint tips



# Citations and References

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## **Cite all sources appropriately**

Use APA or MLA format

Give citations for measures and scales



## **Provide references at end of presentation**

Don't necessarily show them



## **Cite all studies, even if not published**

Can be smaller font size

# Delivering an Oral Presentation

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# Prepare

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Once presentation is complete, practice a few times for flow

- Make any changes to slides

Next, practice for time

- Make any changes to slides

Next, present to your mentor and/or lab group

- Make any changes to slides

Finally, practice in front of a mirror for clarity

- Correct speed, cadence, any “ums” and “ahs”
- Use appropriate language (if jargon, explain terms)

# Prepare

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Time yourself (use “presenter” view)

Try out the slides on different computers

Save as pptx, save as a PDF

Triple-check all spelling and grammar

Test animations and slide transitions

Practice!



# During Presentation

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Dress appropriately

Engage your audience

- Have ally in audience (“one minute left!”)
- Eye contact
- Walk around
  - Use clicker to advance slides

Be prepared to answer questions

- Contradictory or surprising findings
- Future research
- Real world implications/applications





# Tips

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## Rehearse while timing your presentation

- Present to different groups
- Practice by yourself
- Get feedback, including negative feedback

## Be prepared for problems

- Bring backup copies of slides (email to yourself)
- Have your own laptop, mouse, pointer



Your role is to present your research in a clear and engaging manner



Your audience is interested in your research



Turn anxious feelings into excitement (they are the same feeling)



The more you do it, the easier it becomes



You've got this!!

Keep in  
Mind ...



**Thank you!**

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