
MPP Capstone Workshop

Polishing Presentations

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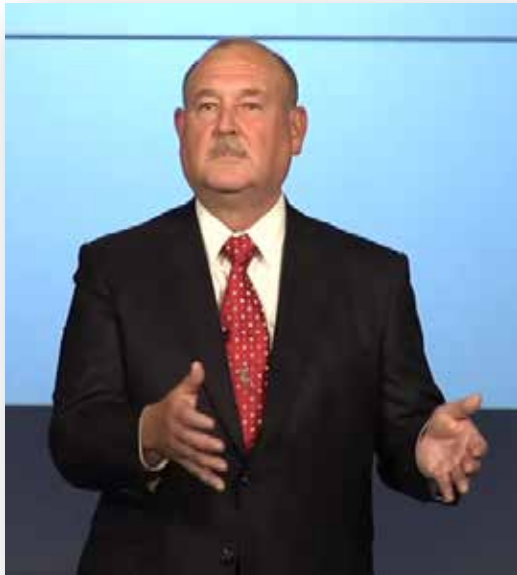


National Association of
Colleges and Employers

**Nationwide survey of employers
— top job candidate skills/qualities:**

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





- ü Well organized
- ü Used some casual humor (usually self-deprecating)
- ü Not bubbly, but energy & comfort
- ü Perfect amounts of detail!
- ü [A few “uhs” but not distracting]





- ü Solid; no rocking
- ü Great eye contact
- ü Without notes
- ü Strong gestures

- ü Authentic, sincere, and unpretentious
- ü Like an old friend
- ü Calm confidence



Aristotle's elements of rhetorical appeals:



Logos (logic & evidence)



Pathos (emotion & empathy)



Ethos (source credibility)

Today's Suggestions

**Content
Preparation**

**PowerPoint
Design**

Delivery

Start Strong



- ü An engaging, energetic start
- ü Pose a rhetorical question
- ü Set up a puzzle, a challenge
- ü Say something provocative
- ü Don't thank people for attending

Presentation Structure



Topic	Audience
Problem/Issue	Construct content for your specific audience.
Literature Review	
Methodology	
Analysis of findings	
Conclusions and recommendations	

Presentation Structure



Topic	Weight
Problem/Issue	Light to moderate
Literature Review	Light
Methodology	Moderate to light
Analysis of findings	Heavy
Conclusions and recommendations	Moderately heavy

Presentation Structure



Topic	Highlights
Problem/Issue	MPPs: Nice job of hitting highpoints Right amount of detail
Literature Review	
Methodology	
Analysis of findings	
Conclusions and recommendations	

Presentation Structure



Topic	Technique
Problem/Issue	Tell a story!
Literature Review	
Methodology	
Analysis of findings	
Conclusions and recommendations	

Finish Strong



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

Today's Suggestions

**Content
Preparation**



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graph TD; A[Content Preparation] --> B[Delivery]
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Delivery

Practice / Rehearse

- ▶ Introduction
- ▶ Conclusion
- ▶ Timing
- ▶ Minimize/eliminate notes



Watch the Clock



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

