



TALK OUTLINE

- *Presentations are of various types, and typically the content should decide the type of the presentation*
- *Using images, animations and videos are helpful in communication*
- *Use of colour adds to the impact of certain keywords or phrases*
- *Emphasize can be provided by changing **fonts**, and the font attributes like **BOLD**, *Italic* and Underlined*
- While displaying equations: use the math fonts to ensure correctness.Ex:
 - Try to use white background for the equatons to make them clear
 - Have those corrected from a friend who knows it

$$AS \bullet \frac{QP}{IM} \boxtimes \frac{FCB}{CF} \boxtimes \frac{CS}{CD} \boxtimes \frac{DF}{SF}$$

*5th March
2013*

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Tuesday 2 August 2016

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Presentation skills

Sameer Sahasrabudhe
Senior Project Research Scientist
IIT Bombay



Visual Presentation skills

Sameer Sahasrabudhe
Senior Project Research Scientist
IIT Bombay



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Kentaro Toyama

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MSR India, June 25, 2010

Prasad Bokil

Assistant Professor
Department of Design
IIT Guwahati





Boy meets girl
Girl ignores boy
Boy tries to probe
Boy plots to get girl
The plot works!
Happiness ever after



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Set up
Conflict
False climax
Rising action
False climax
Finale



Boy meets girl	Set up
Girl ignores boy	Conflict
Boy tries to probe	False climax
Boy plots to get girl	Rising action
The plot works!	False climax
Happiness ever after	Finale



Boy meets girl
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Introduction



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Set up
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Introduction
Problem / Observation



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Introduction
Problem / Observation
Related Work



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Introduction
Problem / Observation
Related Work
Proposed Solution / Analysis



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Introduction
Problem / Observation
Related Work
Proposed Solution / Analysis
Results / Proofs / Analysis



Boy meets girl
Girl ignores boy
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Set up
Conflict
False climax
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Finale

Introduction
Problem / Observation
Related Work
Proposed Solution / Analysis
Results / Proofs / Analysis
Future Work / Discussion



The typical talk outline actually makes a pretty good story!

Boy meets girl
Girl ignores boy
Boy tries to probe
Boy plots to get girl
The plot works!
Happiness ever after

Set up
Conflict
False climax
Rising action
False climax
Finale

Introduction
Problem / Observation
Related Work
Proposed Solution / Analysis
Results / Proofs / Analysis
Future Work / Discussion



Everyone **loves** stories

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Outline

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Outline

Plan - Execute - Impress



Outline

Plan - Execute - Impress

Brainstorm

Analyze

Organize



Outline

Plan - Execute - Impress

Brainstorm

Analyze

Organize

Outline

Bulleted Details

Graphics



Outline

Plan - Execute - Impress

Brainstorm

Analyze

Organize

Outline

Bulleted Details

Graphics

Colour schemes

Typography

Visual effects

Appeal

PRACTICE



Outline

Plan - Execute - Impress

Brainstorm
Analyze
Organize

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Colour schemes
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Appeal

PRACTICE



Plan

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Plan

- **Brainstorm**



Plan

- Brainstorm
- Analyze



Plan

- Brainstorm
- Analyze
- Organize



Plan

- Brainstorm
- Analyze
- Organize
 - Mind maps



Plan

- Brainstorm
- Analyze
- Organize
 - Mind maps
 - Concept maps

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Activity

- Form a group of members sitting on your bench
- Give a name to your group
- Write the group name and the members name on the paper provided
- Write the topic you received



Activity

IMPORTANT

All the topics are with reference to Mumbai city



Activity

IMPORTANT

All the topics are with reference to Mumbai city

I. Movement and Navigation



Activity

IMPORTANT

All the topics are with reference to Mumbai city

1. Movement and Navigation
2. Food Quality and Wastage



Activity

IMPORTANT

All the topics are with reference to Mumbai city

1. Movement and Navigation
2. Food Quality and Wastage
3. Telephone Network / Connectivity



Activity

IMPORTANT

All the topics are with reference to Mumbai city

1. Movement and Navigation
2. Food Quality and Wastage
3. Telephone Network / Connectivity
4. Accommodation and Real Estate



Activity

IMPORTANT

All the topics are with reference to Mumbai city

1. Movement and Navigation
2. Food Quality and Wastage
3. Telephone Network / Connectivity
4. Accommodation and Real Estate
5. Energy Usage



Activity

IMPORTANT

All the topics are with reference to Mumbai city

1. Movement and Navigation
2. Food Quality and Wastage
3. Telephone Network / Connectivity
4. Accommodation and Real Estate
5. Energy Usage
6. Waste Management

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||



Brainstorm ideas on the given topic!

This is an **ideation** stage, **don't** be judgmental
Write **ALL** the words, phrases that come to your mind



Brainstorm

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Brainstorm

- Start with the words, concepts, ideas about the topic



Brainstorm

- Start with the words, concepts, ideas about the topic
- Keep writing them on a note



Brainstorm

- Start with the words, concepts, ideas about the topic
- Keep writing them on a note
- Paste the note on the paper provided



Brainstorm

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Brainstorm

- Don't be judgmental at this time



Brainstorm

- Don't be judgmental at this time
- Keep writing ideas, as they strike!



Brainstorm

- Don't be judgmental at this time
- Keep writing ideas, as they strike!
- Don't argue about any idea, at this point



Brainstorm

- Don't be judgmental at this time
- Keep writing ideas, as they strike!
- Don't argue about any idea, at this point
- You can prod other group members for more ideas



Think-Pair-Share Activity

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For example, what if we tried to remember certain words that can be spelled by these letters? [click] This makes it a lot easier! But, let's not stop there. What if it was something even easier to remember? [click] Ta da! Some times, more striking possibilities are even more memorable. [click] In fact, after this talk, I'll bet it will be a long while before you forget that "Microsoft Research India" is an anagram of "I sacrificed rat hormones." Ask: What am I trying to suggest with this? Obviously, not that you should do anagrams of your talks. The key lesson here is that if you spend enough time, you'll find organizing principles that are easy to remember. It takes hard thinking to



Think-Pair-Share Activity

a o c n c i l e n d r e d e e e r m g g i n n s u p t e n

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Think-Pair-Share Activity

a o c n c i l e n d r e d e e e r m g g i n n s u p t e n

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What techniques can be used in order to
memorize these alphabets?



Think-Pair-Share Activity

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Think-Pair-Share Activity

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Discuss your technique with your neighbour



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Share

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Think-Pair-Share Activity

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Share the technique/s with the class

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Think-Pair-Share Activity

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Structure

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Structure

a o c n c i l e n d r e d e e e r m g g i n n s u p t e n

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A Coincidence Reemerging Unspent

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A Coincidence Emergent Nurse Ping

Computer science and engineering

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Structure

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Structure

Mountain Comic

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Structure

Mountain Comic
Account Mini Om

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Structure

Mountain Comic
Account Mini Om
A Iconic Mom Nut

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Structure

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Communication

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Activity

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Activity

- Use the 'Affinity diagram' technique, and brainstorm on the topic allotted



Activity

- Use the 'Affinity diagram' technique, and brainstorm on the topic allotted
- Keep pasting the personal notes on the paper provided



Activity

- Use the 'Affinity diagram' technique, and brainstorm on the topic allotted
- Keep pasting the personal notes on the paper provided
- Click an image of the A3 paper and upload it on the link provided on Moodle



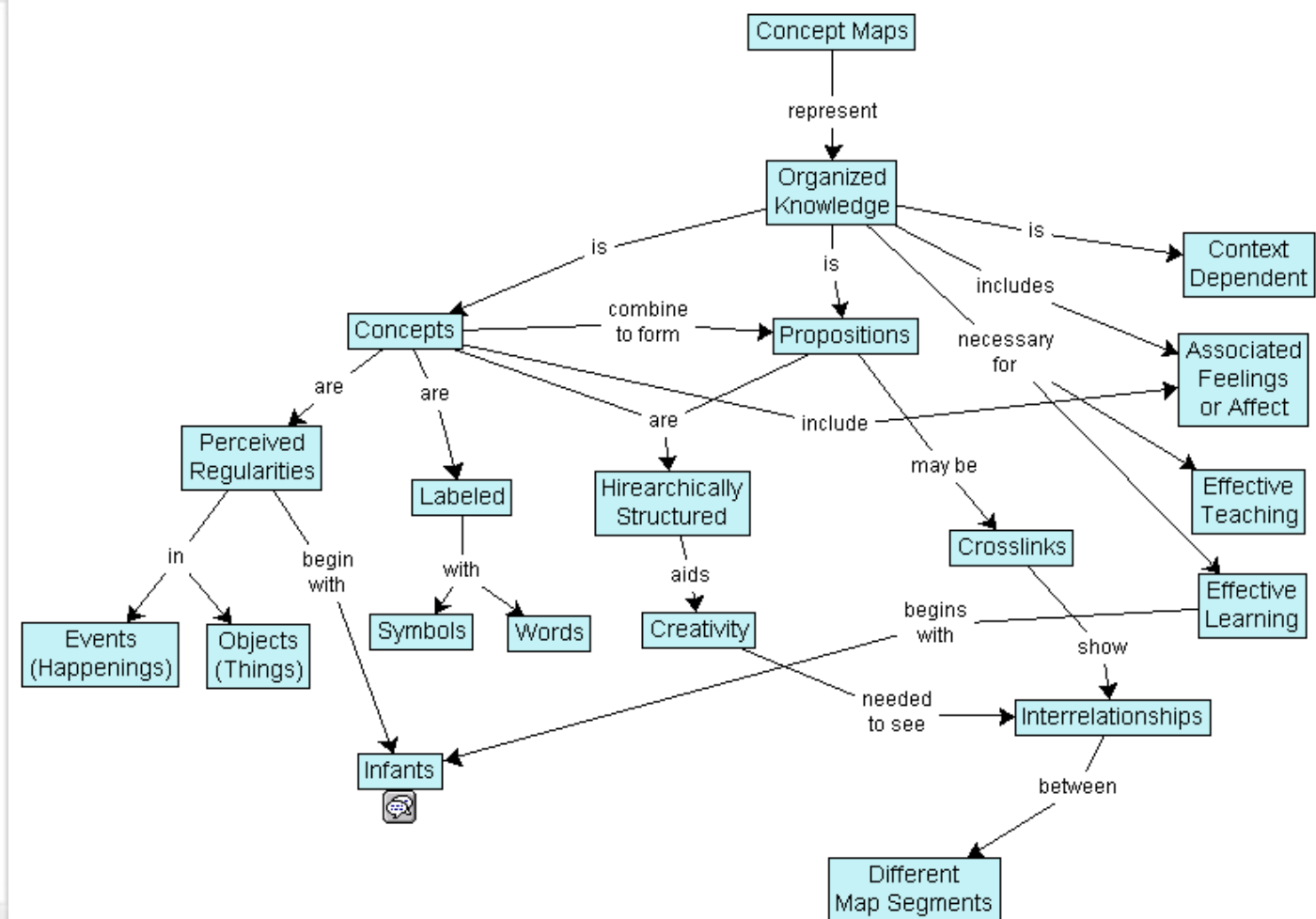
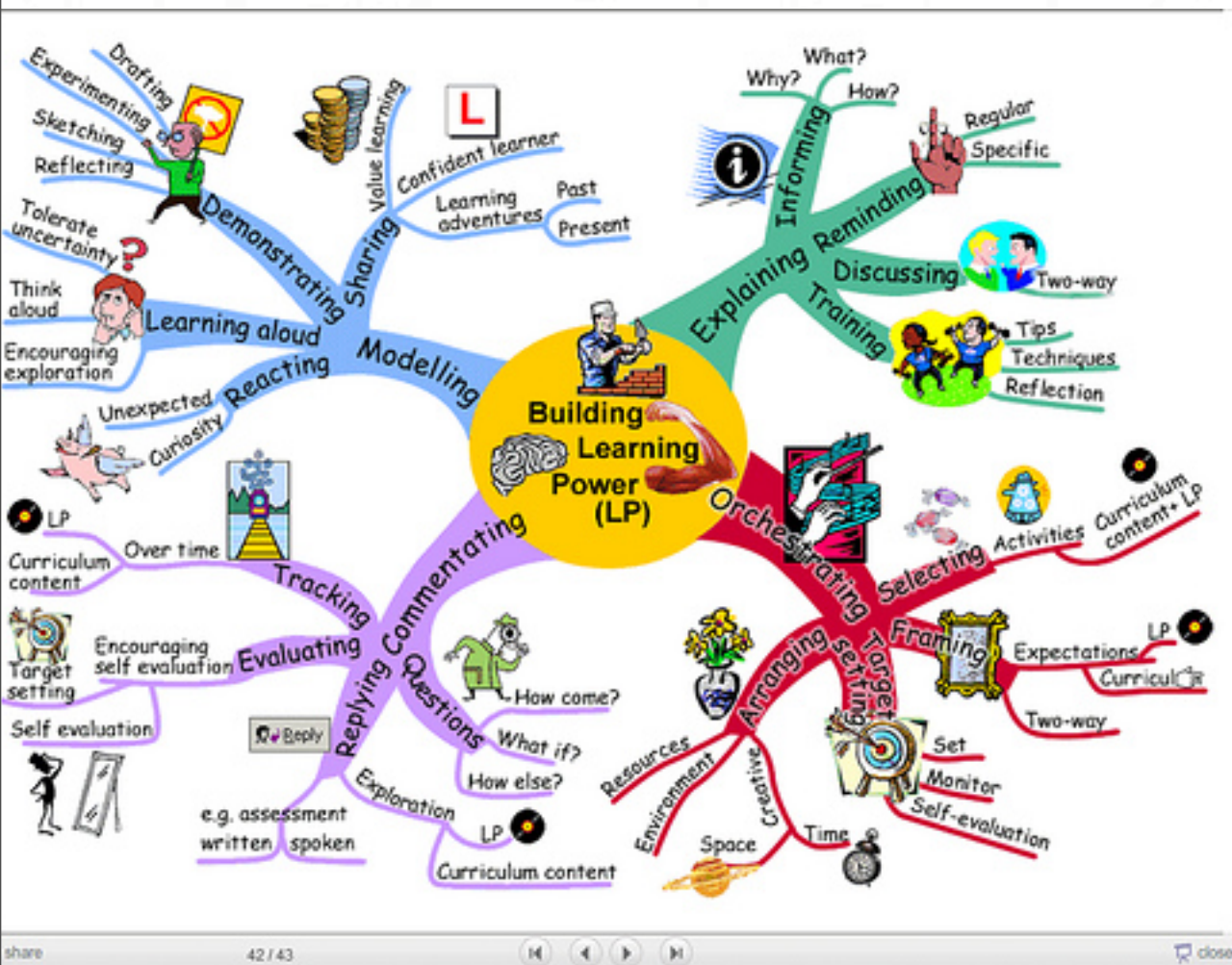
Example of chunking

Slot the brainstorming ideas into different bullets of the presentation outline

- Introduction
- Problem Statement
- Related Work
- Proposed Solution
- Results / Proof / Analysis
- Future Work

Activity

Spot the differences



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Mindmap: Tony Buzan | Concept map: Wikipedia



Concept maps

- Are commonly used to organize and represent tacit knowledge.
- Usually contain general concepts at the top of the map, with more specific concepts arrayed hierarchically below.
- Connector lines usually contains keywords or phrases that summarize the relationship between the topics they connect. Such as topic a “causes” topic B.
- Topics may be cross-linked with each other to depict more complex relationships between topics. Topics in mind maps may only have one parent; in a concept map, a topic may have multiple connector lines, each one representing a different relationship.

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Definitions: Wikispaces

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Mind maps

- Tend to be more flexible and personal than concept maps.
- Are used to slice and dice the map's central topic or concept in multiple ways.
- May contain images and color, to make them more visually stimulating
- Topics may only have a single parent

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Definitions: Wikispaces

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Mind mapping tools

- FreeMind - free mind mapping software
- XMind - free mind mapping software
- Think Buzan - free (limited)/paid (full)



Assignment

- Continue on the same topic
- Create mind map
- Upload a .jpg file on Moodle