



SKILLS 4 SCIENCE

ORAL COMMUNICATION SKILLS

Scientific Presentations

WHO WE ARE



SKILLS 4 SCIENCE

Manuela

**Diploma-Engineer
Biotechnology
Corporate Trainer**

Sofi

**Degree in Psychology
Master Degree in Gender Studies
Executive & Life Coach**

COMMON TRAPS



There are always three speeches, for every one you actually gave. :



by Vecteezy

The one you practiced

the one you gave,

and the one you wish you gave.

Dale Carnegie

What is the ONE
thing you should
definitely NOT DO
in a presentation?

BEFORE THE PRESENTATION



audience

time

message

content





OUTREACH
ACTIVITY



MIXED
CONFERENCE



EXPERTS
MEETING





*"If you can't write your message in a **sentence**, you cannot say it in an **hour**."*

Dianna Booher,
American author and
coach



Objective:

Arise interest so that people to come to your presentation

Include:

- Something on who you are & background
- What you are currently working on
- Main message of your talk



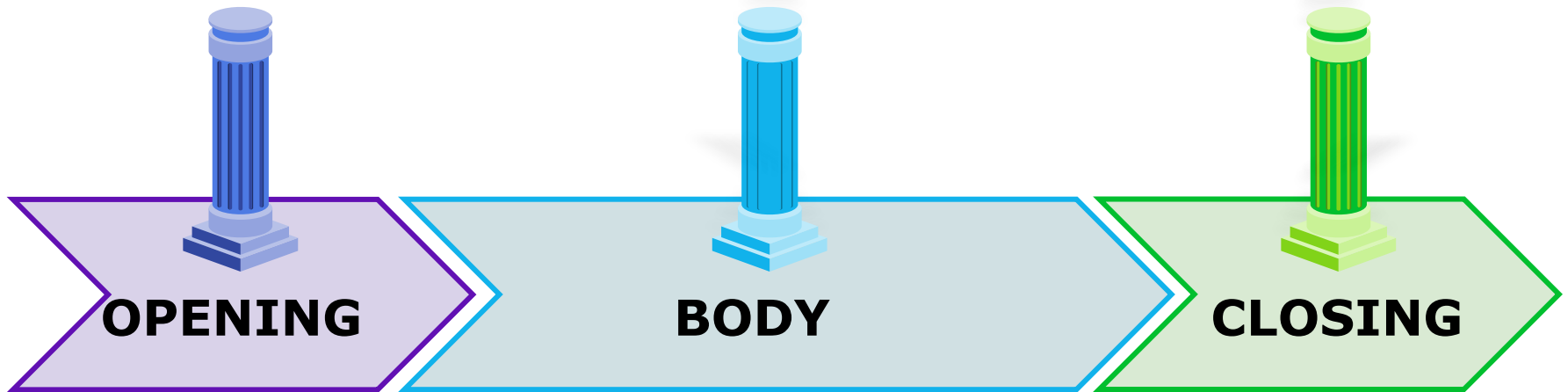
STRUCTURE OVERVIEW



- Attention getter
- Need & Motivation
- Research tasks
- Main message
- (Preview)

- Main points
- Subpoints
- Logical sequence
- Transitions

- Review
- Conclusion
- Close



10 min: ~ 2 min

~ 6 min

~ 2 min

30 min: ~ 5 min

~ 20 min
at least 25% results

~ 5 min



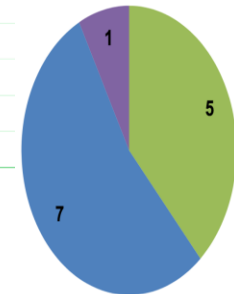
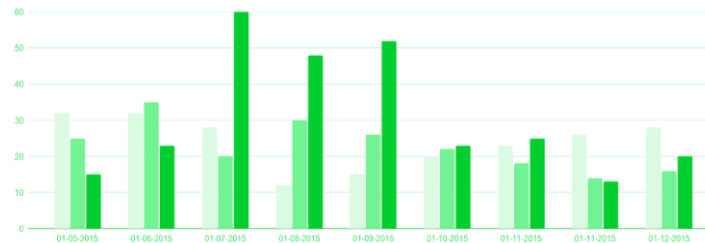
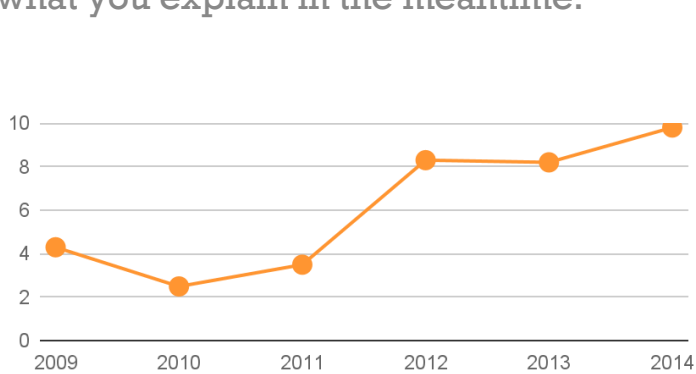
1-2 min / slide

	10 min talk	30 min talk
Amount of slides	5-8	12-20
	Summary not needed Only 1 message	Use summary & clear transitions, Max. 3 messages

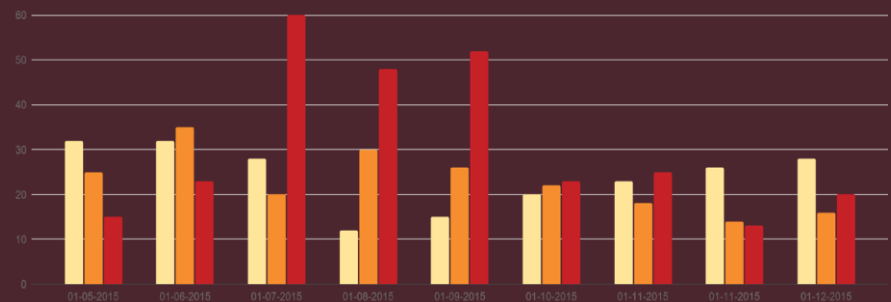
SLIDE DESIGN – The full slide

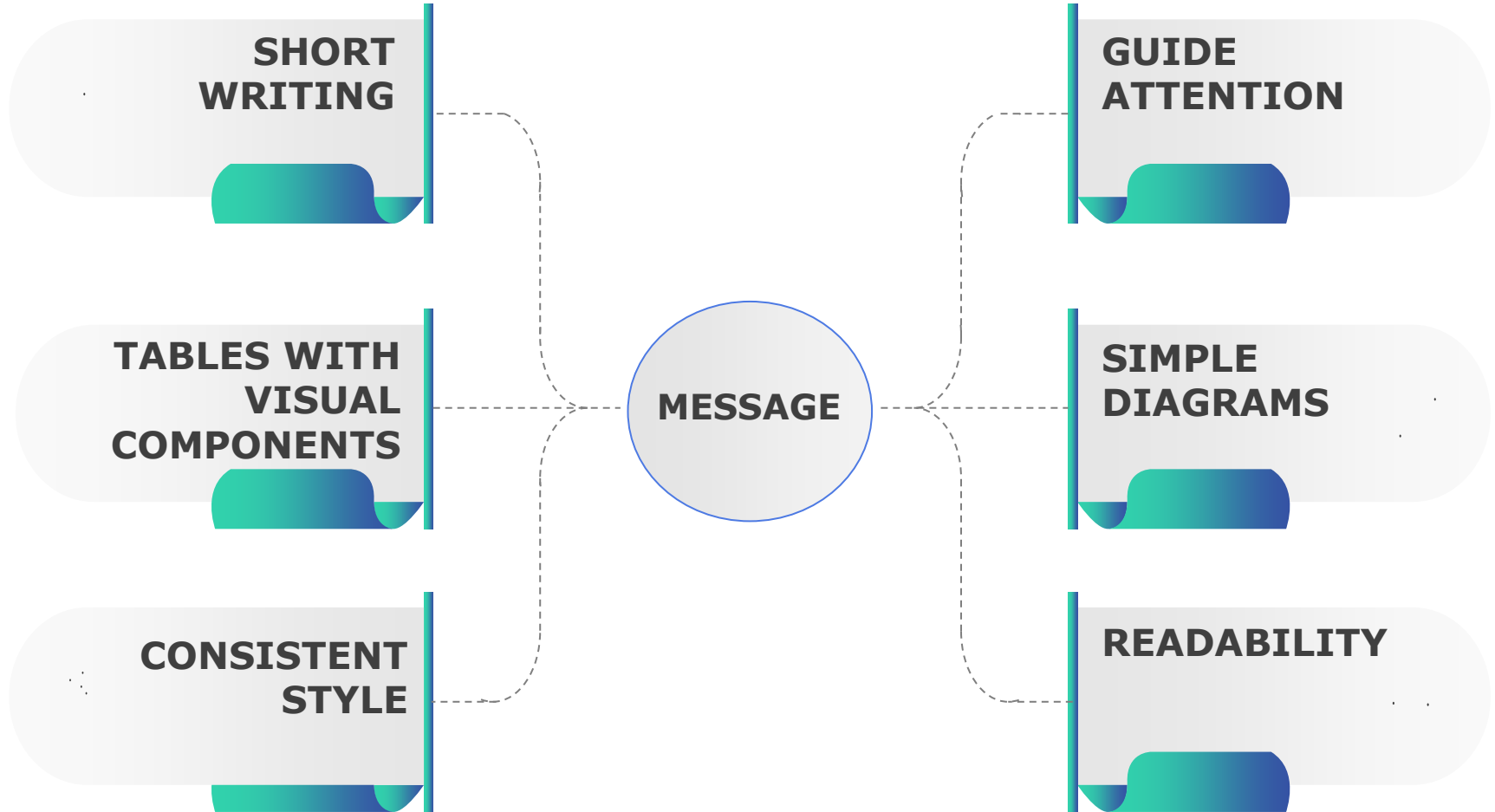


You should always avoid using the slide as a script. Visual aid is not meant for writing full sentences. It is meant to help you getting your message across by providing fitting additional information. If you write full text, everyone is trying to read and noone is going to listen to a word you say. Keep in mind that everything that goes on the screen will take attention away from you. Most likely nobody will read all the way through your text and if they do, they will completely miss what you explain in the meantime.



Only put what you want to say and when you want to say it.
Make sure that everything is readable





BODY LANGUAGE



Eye contact

“Belly Button Rule”



Voice articulation

Breathing and pausing

5 TIPS FOR VIRTUAL PRESENTATIONS



Set the scene

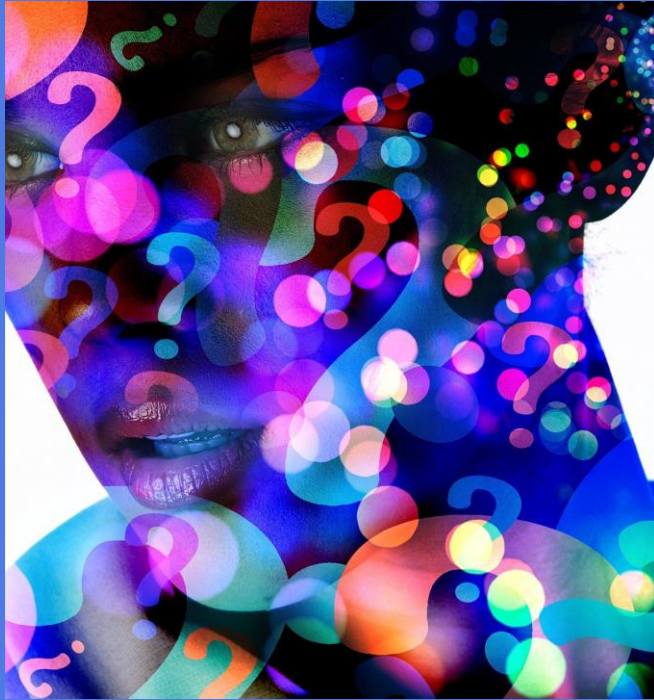
Check technology

Body language

Use your voice

Break monotony





SKILLS 4 SCIENCE

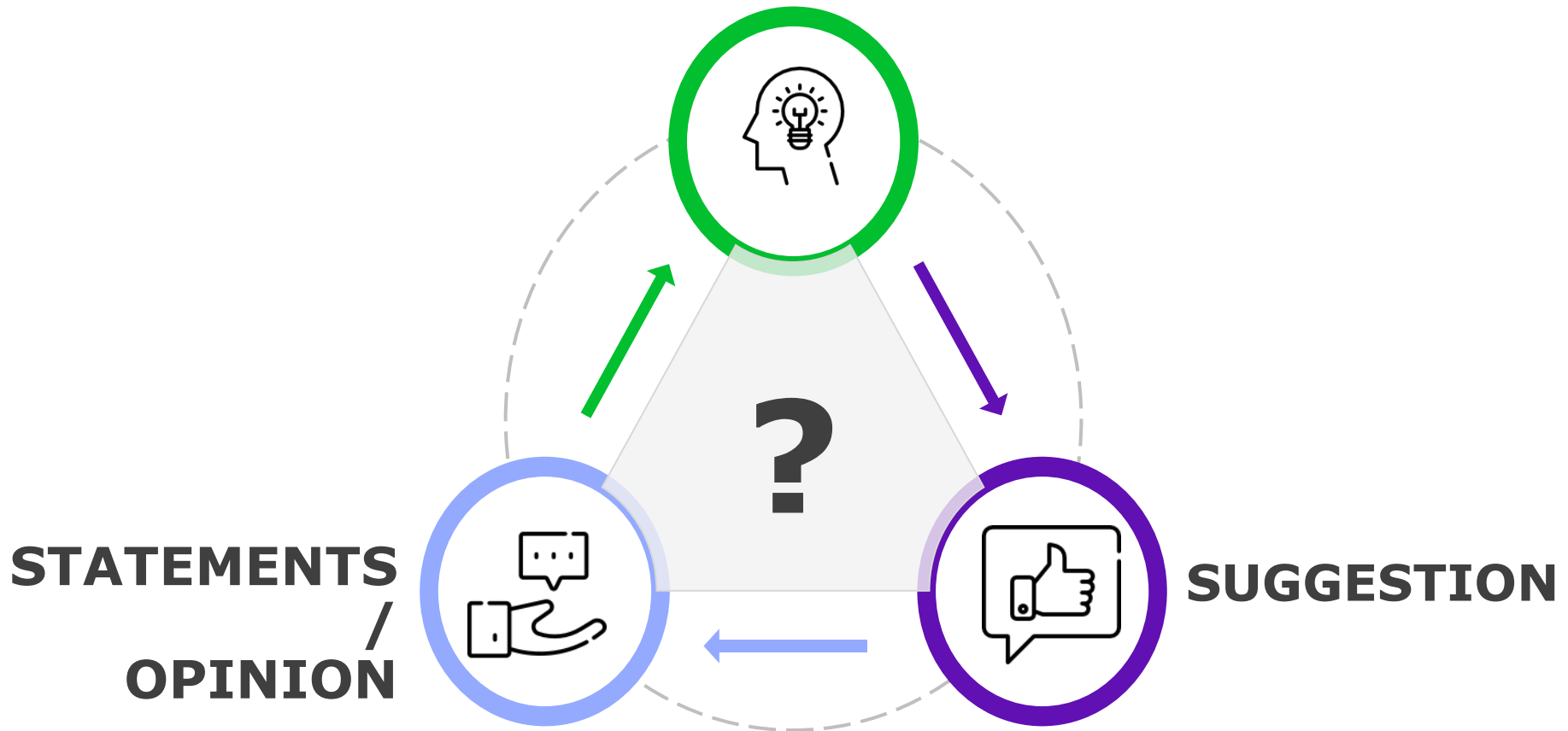
Questions and answers

Q&A session

COMMON QUESTION TYPES



CLARIFICATION



Q&A GENERAL TIPS



**Listen till
the end**

**Be
respectful**

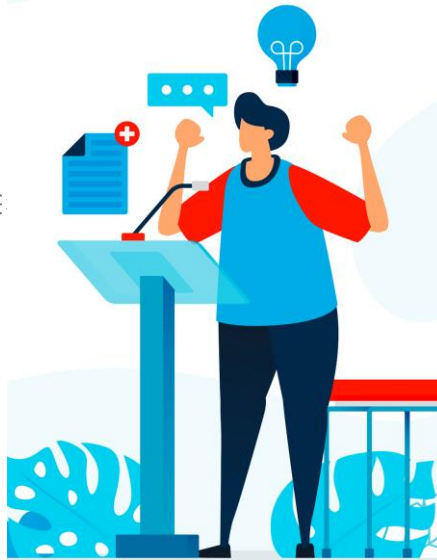
**Add information
if necessary**

**Find positive
quality**

**Short answer
first, THEN
elaborate**

**Repeat with
your words**

**Careful with
unpublished
data**



CHALLENGING SETTINGS



Don't know the
answer

Don't
understand the
question

Long talker

Personal attack

OVERVIEW



Common traps

Presentation
Preparation

Body language



Virtual Presentations

Q&A Session



You can visit us at

