How to Prepare a Professional Presentation

What to do and what not to do!

At the Beginning…

- Know to whom you will be speaking
- Know the setting in which you will be speaking
- Know the equipment that will be available

Your Audience

- Is your audience primarily faculty, peers, or a mix?

- Are most people from on-campus, local, the region, etc.?

- What is the background of your audience?

What is the Venue?

- On-campus or off?
- A professional meeting, state capitol, or class?
- What is the purpose of the presentation?
- Is the presentation time fixed?

What Equipment is Available?

- Oral or poster presentation?

- For posters, what is the permitted size and how close together are the posters? What is the backing?

- For oral presentations, is there an internet connection? Speakers for audio? Sufficient computer speed for movies?

The Presentation

This is **<u>not</u>** entertainment, but there is no requirement that your bore your audience.

The Do's

- Your audience is intelligent. Treat it with respect.
- Every slide should have an obvious purpose.
- The font size should be large enough for everyone to read.
- Speak clearly, at a reasonable pace, and make eye contact with the audience.
- Make your slides self-consistent.
- Know what you are talking about.

The Do's (continued)

- Tell them what you want them to learn from a slide.

- Provide adequate background.

- Take visual cues from the audience.

- If you are asked a question and don't know the answer, admit it.

- Include appropriate acknowledgements and thank appropriately.

The Do's (continued)

- Know the material well enough to answer questions. You should be the most knowledgeable person in the room on the subject.

- **<u>Practice early and often!</u>**

The Don'ts

- Excess or poor use of animation

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- Excess or poor use of animation
- Using the wrong colors or background
- Cluttered slides
- Including sounds that are not instructional
- Excess or inappropriate humor
- Do not assume the audience will remember everything you say. Judicious repeating can be good.

The Don'ts (con't)

- No undefined abbreviations unless everyone should know them (think mL = milliliter)

- Don't read to your audience, either off the slides or notecards.

- Nothing to eat or drink while you're presenting. You can make it an hour without rehydrating.
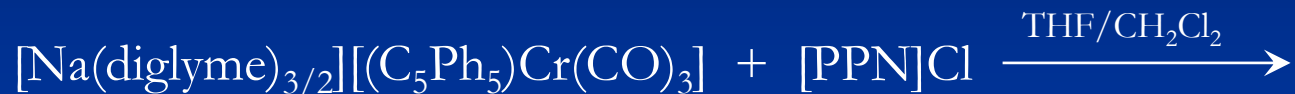
More Don'ts

- [Na(diglyme)$_{3/2}$][(C$_5$Ph$_5$)Cr(CO)$_3$] (1.00 g, 1.24 mmol) and [PPN]Cl (0.69 g, 1.2 mmol) were each dissolved in 5 mL CH$_2$Cl$_2$. The solutions were combined, stirred for 20 min, filtered to remove the NaCl precipitate, and dried *in vacuo*. The resulting yellow powder was stirred with 5 mL acetone for 5 min to dissolve any residual [PPN]Cl. The acetone was removed by cannula filtration, and the solid was dried *in vacuo*. The resulting solid was dissolved in CH$_2$Cl$_2$ (15 mL) and layered with an equal volume of hexanes. The layers were allowed to combine in the dark producing large orange blocks of 2 in 70% yield (0.97 g, 0.87 mmol). Mp: 241-242 °C. Anal. Calcd. for C74H55CrNO3P2: C, 79.34; H, 4.95. Found C, 79.08; H, 5.08.

and it goes on …

- 1.00 g [Na(diglyme)$_{3/2}$][(C$_5$Ph$_5$)Cr(CO)$_3$]
- 0.69 g [PPN]Cl
- Dissolved separately in 5 mL CH$_2$Cl$_2$
- The solutions were combined and stirred for 20 min
- Filtered to remove the NaCl.
- Dried *in vacuo* for 1 hour.
- Yellow product extracted with 5 mL acetone for 5.
- Filtered off acetone, and the solid was dried *in vacuo*.
- Dissolved the solid in 15 mL CH$_2$Cl$_2$
- Solution layered with 15 mL hexanes.
- The tube was allow to sit for 3 days to mix.

What I actually do.

$[Na(diglyme)_{3/2}][(C_5Ph_5)Cr(CO)_3]$ + $[PPN]Cl$ $\xrightarrow{\text{THF/CH}_2\text{Cl}_2}$

$[PPN][(C_5Ph_5)Cr(CO)_3]$ + $NaCl$ + $^3/_2$ diglyme

70% yield

PPN = $Ph_3P{=}N{=}PPh_3{}^+$

$\nu(C{\equiv}O)$ 1783, 1893 cm^{-1} (CH_3CN)

$\nu(C{\equiv}O)$ 1792, 1895 cm^{-1} (THF)