Current Topics Presentation Tips

[For maximum clarity--and point values :-)]

- *Define non-obvious or technical terms up-front*
- Show the reader—or listener—what they mean, and that **you understand** them!.
- *Explain, don't just quote excerpts of, your article*
- If you raise terms like logistic regression, ANOVA, Human Capital Theory, whatever, be prepared to _explain_ what they are rather than just paraphrasing portions of the article; otherwise, you are only confirming that you do NOT understand what you are talking about (this is why you will want to consult with me to understand your article before you present it!).
- *Eliminate unnecessary padding or transition material*
- Try leaving out a sentence and see whether you lose any meaning; if not, you didn't need it!.
- ___Do not read your presentation___
- *Explain* the findings to your classmates! Stick to the **big picture** in your presentation [save the elaboration for the paper itself]. Do not get into deadly details that the audience could not possibly absorb without reading the paper. *If using figures, charts, or tables* [usually helpful], *consider distributing a handout* as these things are typically hard to see on screen from a classroom seat. Finally, make sure to
- *Suggest specific, action steps for how to improve HR in organizations by using the results of your article*
- Do not just offer your personal opinion of the article or say "we need to understand this problem better and train our employees on the issue"; tell us, using specific action steps, HOW to do it—that's why you get paid the big bucks!.

Additional presentation tips and instructions

- The best presentations use no more than 3 or 4 bullet points *per slide* [5 max!]; these should be in **bold, large font** so everyone can see them. Do not simply write out or reduce your paper onto slides; ***start from scratch with your PowerPoint slides offering the article's main points only***, then use the slides as your working presentation outline [look at the computer version to maintain eye contact with the audience]!
- Target your individual presentation to 10-15 minutes per person <u>max</u>, with the expectation that you will spill over with questions; if you go too long, I will give you the "cut" sign. Try to keep it even shorter, and emphasize the *integration* of your group's articles as much as possible along with the individual presentations

  Be sure to ***email me your group's integrated presentation by 3:00 pm*** the day it is due so I can upload it for the class.