

## **Sources for preparing and giving presentations**

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1. Books by Edward R. Tufte (Professor Emeritus at Yale University, where he taught courses in statistical evidence, information design, and interface design), Graphics Press:

*The Visual Display of Quantitative Information*, about how to display data for precise, effective, quick analysis,

*Envisioning Information*, provides practical advice about how to explain complex material by visual means,

*Visual Explanations: Images and Quantities, Evidence and Narrative*, about the representation of mechanism and motion, process and dynamics, causes and effects, explanation and narrative.

About the books, see [http://www.edwardtufte.com/tufte/books\\_vdqi](http://www.edwardtufte.com/tufte/books_vdqi)

2. University of Cambridge, Dept. of Engineering, Roberto Cipolla: *How to prepare and deliver a presentation*

<http://mi.eng.cam.ac.uk/~cipolla/archive/Presentations/MakingPresentations.pdf>

3. Garr Reynolds: *Organization & Preparation Tips*

<http://www.garreynolds.com/preso-tips/prepare/>

*Top Ten Slide Tips*

<http://www.garreynolds.com/preso-tips/design/>

*Top Ten Delivery Tips*

<http://www.garreynolds.com/preso-tips/deliver/>

*Ten tips for improving your presentations & speeches*

<http://www.presentationzen.com/presentationzen/2014/11/10-tips-for-improving-your-presentations-lectures-speeches.html>

4. Checklists for making presentations:

<https://www.slidegenius.com/blog/presentation-checklist/>

<https://www.mindtools.com/CommSkill/PresentationPlanningChecklist.htm>

[https://library.leeds.ac.uk/downloads/file/50/presentation\\_checklist](https://library.leeds.ac.uk/downloads/file/50/presentation_checklist)

[http://www.nacubo.org/Events\\_and\\_Programs/Speakers\\_Corner/Presentation\\_Checklist.html](http://www.nacubo.org/Events_and_Programs/Speakers_Corner/Presentation_Checklist.html)

<http://www2.le.ac.uk/offices/ld/resources/presentations/presentcheck>

<http://www.presentationprep.com/presentation-checklist/>

<https://www.skillsyouneed.com/present/prepare-presentation.html>