

Guidelines for Giving Effective Presentations

- ! Remember that the hallmark of a good presentation is **communication**. Basic rules of public speaking always apply. Obviously, you have to know your subject matter. But just knowing your subject matter does not make you a good speaker; we have all had the experience of sitting through lectures from "experts" who clearly knew their subjects inside and out but couldn't communicate it. Remember to speak **to the audience**, not to the projection screen; speak up and speak clearly; whenever possible, include clinical cases or examples to make the subject matter more interesting and relevant to the listeners. When appropriate, invite participation by asking residents and staff for their input or interpretation. In other words, **communicate**.

- ! One of the goals of this residency program is to turn out physicians who are capable of, and comfortable with, giving excellent medical presentations. This skill will enable you to speak more clearly not only to audiences, but to colleagues, co-workers, and patients alike. Because communication is so important to good medical care, you will be expected to give frequent presentations throughout your residency. You may be asked to give presentations at local, regional, or national meetings. If you are uncomfortable with speaking before audiences, you should read **Osgood On Speaking**, a very short, concise, and excellent resource book by Charles Osgood. A copy of this book is available in the Residents' library.

- ! Whenever you give a presentation, do your best to see that the area in which you will give your talk is as neat and orderly as possible. If you want to make a good impression you shouldn't let the physical environment distract your audience. This includes making sure that the slide projector works, that the shades come down (so your slides can be seen well), that the screen is there, that you have some kind of pointer if you need one, etc.

- ! When presenting X-rays, CT scans, MRI scans and the like, use an overhead projector if possible. This magnifies the image, and allows as many people as possible to see and focus on what you are trying to show.