

# REVIEW

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## 1 INTRODUCTION

In the past semester two different seminars were offered. Both speakers used different presentation styles. In the following sections, the seminar “Audio Signal Processing for Dynamic Noise Mapping in Smart Cities” by Francesc Alias on the 22<sup>nd</sup> of November will be examined more critically and afterwards briefly compared with the second seminar. The communication skills used in the presentations will be evaluated. This shows how the presenter manages to convey a complicated, technical and scientific message to the public, who is partly inexperienced in this subject. For this purpose he uses his body language, gestures, voice and a well-structured visual presentation, which is critically examined in this review.

## 2 PRESENTATION STYLE

The presentation was scheduled with one hour, which wasn't exceeded. The lecture itself was about 50 minutes, the remaining 10 minutes were scheduled for questions from the audience. However, the speaker also responded unforeseen questions from the audience during the lecture, which shows that there was a good time management.

At the beginning, the speaker introduced himself and briefly explained the process and structure of the presentation. But how did the speaker convey his message orally to the audience and which communication skills were used?

The oral speech aroused the attention and interest of the listeners through the open presentation method. By the sure appearance sovereignty was mediated, which gave the audience immediately a certain experience and knowledge in this subject area. However the speaker seemed a bit uncertain at first because he had his hands in the pockets and talked more to the screen than to the audience. After 5 minutes it could be perceived that he gained more security and due to his open nature he increased the attention of the audience. He used his gestures to clarify the message. For example, he pointed to pictures on the screen and explained them more detailed. An attempt was made to encourage the viewer to participate through referring about chosen themes and illustrations from everyday life, and to include the audience in the presentation. This is a cleverly chosen communication skill application, because it motivated the viewer to collaborate and thus better identify and be interested in the topic. Through the interaction with the presentation screen he made the lecture more vivid and made issues

to understand. He also always looked for the eye contact with the audience and tried often to lighten the presentation with funny comments.

Another positive communication skill was the applying of different acoustic methods. He kept talking the whole lecture loud and clear. Certain phrases were deliberately emphasized more clearly and the sound of the voice changed, which makes the lecture more interesting for the audience and encourages them to listen.

All in all, oral communication skills were used well. In the next section, the illustration with PowerPoint will be considered separately.

### **3 POWERPOINT**

To assess the visual communication skills, the structure, layout, and way in which the presenter interacted with the PowerPoint presentation has to be considered more detailed.

The slides were kept classic with a white background and black writing. Only the headline was filed with a blue background. As a result, the presentation with many pictures did not appear too colorful and overloaded. All pictures were very meaningful and simplify the subject for the listener.

In addition to the simple presentation layout, also a clear and classic structure was pursued. The presentation was divided into introduction, the methods used, the main results, the conclusion and an outlook. It can be said that the number of slides compared to the presentation time was very well chosen, but some slides seemed a bit overloaded, which sometimes distracted too much from the speaker and did not optimally reflect the content of the slides.

In addition to pictures, animations and audio content were incorporated for better understanding. This additionally relaxed the presentation. All images, as well as audio content and diagrams were always explained in detail by the speaker.

As a conclusion the positive oral presentation was supported by the successful visual presentation and an optimal interaction took place.

### **4 COMPARISON WITH OTHER SEMINARS**

Compared to the second seminar, the speaker more involved the audience due the usage of PowerPoint. Unfortunately, in the other seminar the audience immediately noticed that the speaker just sat behind the computer and that there was no interaction with the slides. This made the presentation very dry and many listeners didn't develop the necessary interest in the theme and presentation.

### **5 CONCLUSION**

Since two seminars were attended, one could recognize a difference immediately. This means, if you recognize positive as well as negative things, you could immediately apply it to your own presentation and communication skills. An interacting presentation and the involvement of the audience, as well as the providing of visualized PowerPoint, increases the interest and attention of the viewer / audience.