The ability to speak effectively is as crucial as the ability to write effectively. During a routine week, industrial engineers will actually spend more time speaking than writing. Most of the time, speaking at the workplace is a formal way to communicate with colleges and managers. Communication research also reveals that the higher an employee moves in an organization, the more important speaking skills become. Presentations are preferred to writings for the following reasons. Work can come alive for the audience; the presenter can read audience and react; and the presenter receives instant reactions. Almost in a daily basis, Industrial Engineers present their cases, reports, ideas, findings to different level of audiences for the purpose of providing solutions, information, or persuasions. These presentations are brief, informative, and critical to the organizations. For effective presentations, presenter needs to find efficient way of delivering contents with the help of visual aids and good organization. Most of the time, technical presentations are dominated by the content not by the style and format (Effective technical presentations, 2005).

A good and effective speaker in industrial engineering discipline need to:
- Understand the context and purpose of presentation
- Analyze audience
- Choose and shape presentation’s content according to audience
- Organize presentation with clear introduction, body, and conclusion
- Choose an appropriate speaking style
- Practice an effective delivery style sufficiently
- Present findings accurately and honestly
- Select and use visual aids/ technology creatively
- Engage audience interactively and handle their questions

Specific instructions on preparing & delivering technical presentations

Your presentation should be rich in content, well organized, well prepared, vivid, and tailored to intended audience. It is important to note that the success of your presentation will depend largely upon the care you take in preparing the presentation. Remember, your entire report is available to the instructor. Your objective in the oral presentation should be to describe the highlights of your report within the time frame. Do NOT try to present the report in its entirety, or to read it!

In technical presentations, student will be delivering the project findings and their actual work. Present your work and results of your work accurately and effectively. Create an outline of your presentation that focuses the content of your work. Your presentation must maintain a logical sequence. Presentation will be logically linked by the theme of the project, each of these technical points can be expressed as a declarative statement, substantiated with supporting material.

The basics of speaking are, for the most part, consistent across disciplines. Knowing the expectations of a discipline is an important part of adapting to your audience, however. The papers in the “Speaking, in my opinion…” series do not represent an official statement from the department. They do, however, give you an introduction to different faculty opinions on effective speaking.
Though the selection of no more than 10 significant points may seem like a great hardship, it will enhance the audience appreciation of a project by focusing on the most significant information. Please be sure your presentation slides are free of typographical errors and omissions before final presentation.

**Creative Uses of Visual Aids**

Creative visual aids can greatly enhance the effect of presentation on the audience. Experience with past in-class presentations has shown that many of the oral presentations have not been adequately prepared. Often an attempt was made to present too much material and too much detail. Visual aids, the primary means to hold the attention of the audience, were often poorly conceived and inadequately prepared. The best way to present material in a limited time period is to use well-conceived visual aids that support each of the points to be made. Visual aids significantly simplify the presentation task.

They simultaneously focus the audience attention and provide cues for the speaker. The speaker should plan to speak about all of the material on a frame (or it shouldn't be there) before amplifying a single item. In general, include no more than six supporting concepts on each frame presenting one technical point. If there are more, simply select the most pertinent. Remember once again, visual aids are not a complete reconstruction of the project report. The full story appears in the report and visual aids are only attention-focusing cues for the most interesting highlights.

**As for the content of your visuals consider these ideas:**

- **Drawing or diagram of key objects**—If you describe or refer to any objects during your talk, try to get visuals of them so that you can point to different components or features.
- **Tables, charts, graphs**—If you discuss statistical data, present it in some form or table, chart, or graph. Many members of your audience may have trouble "hearing" such data as opposed to seeing it.
- **Outline of your talk, report, or both**—If you are at a loss for visuals to use in your oral presentation, or if your presentation is complex, have an outline of it that you can show at various points during your talk.
- **Key terms and definitions**—A good idea for visuals (especially when you can't think of any others) is to set up a two-column list of key terms you use during your oral presentation with their definitions in the second column.
- **Key concepts or points**—Similarly, you can list your key points and show them in visuals. (Outlines, key terms, and main points are all good, legitimate ways of incorporating visuals into oral presentations when you can't think of any others.)
- During your actual oral presentation, make sure to discuss your visuals, refer to them, and