

TALKS

GOAL: convey ideas and concepts to audience

- be clear (content, speech, transparencies)
- get your audience interested

Preparation: • know your subject (already with paper)

- prepare transparencies (see below)
- practice (aloud alone and with friend; time yourself, adjust transparencies and oral presentation)

Oral Presentation: • speak clearly and loud enough

- right pace (speed, silence)
- conversational style (do not just read)
- vary intonation, stresses and pacing

Non-Verbal (Body): • use visual aid: transparencies (& demos)

- use pointer for transparencies
- (interact with audience)
- eye contact
- facial expressions
- gestures
- posture
- breathing

Transparencies: • start with asking yourself, what your main points are?

(This is probably the most difficult part of your whole talk.)

- Find out who your audience is. (any other junior or senior with physics background of PHYS 221 level).
- Use keywords which summarize your main points
- Write large enough.
- Use colors meaningful.
- (outline &) introduction & background & model & summary
- Repeat main points
- Make transitions clear (coherent thread)
- For computer presentation plan logistics ahead of time. So check computer in RCHM 17 if it has program(s) installed which you plan to use. Make sure you will get to your presentation (use your public space and/or your sun account and try before the day of your presentation that it works in RCHM 17).
- Handwritten transparencies and powerpoint or any other format are fine. (For foiltex and/or xfig feel free to ask me for help.)
- Please feel free to ask for help with the planning of your talk. (If you put your presentation on the public space, we can have together a look at your talk in my office.)

Talks & Project II Paper (Daily Assignment #13)

(due: Tuesday, March 8, 9:30 am)

Announcement: • Tuesday, March 8: Mark, Buck, and Wes present
• Thursday, March 10: Rob, Carrie, and Michael present

1. Please hand in a hardcopy of your paper of project II.
2. Presentations of Mark, Buck, and Wes (each about 25 min).
3. What of the last classes and assignments did you find most interesting and/or most difficult?