Talks

March 18: Sarah, James, ?, ?
March 20: Austin, Lindsey, Cragin
March 25: Jason, Beau, Matt, ?
For questions: kvollmay@, 577-3109, 522-0120 (conference March 9-14.)

Goal: convey ideas and concepts to audience
- be clear (content, speech, slides)
- get your audience interested

Preparation: • know your subject (already with paper)
  • prepare slides (see below)
  • practice (aloud alone, with your partner, with friend, at Writing Center; time yourself, adjust slides 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: slides (& demos)
  • use pointer for slides
  • eye contact
  • facial expressions
  • gestures
  • posture
  • breathing

Slides (Content): • 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.
  • 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)