

## DAILY ASSIGNMENT

**Announcement:** No movie this Thursday.

**Due: Wednesday, October 13, 2 pm**

**no reading**

1. Your final paper is due for next class. For your revisions use my comments on your second draft and my comments in today's (Monday) class. Make sure that your and your group partner's parts match well together.

For the hand in of the paper

(a) hand in your final draft as hard-copy (one paper per group). On this draft indicate which section was written by whom. (If you worked on a certain section together, simply indicate that by listing both of your names.)

(b) hand in as hardcopy your second draft with comments

2. Kapil & Peter and Matt & Tony will present their talks on Wed, Oct. 13.

# TALKS

**GOAL:** convey ideas and concepts to audience

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

**Preparation:** • know your subject (already with paper)

- get together with your partner
- prepare slides (see below)
- practice (aloud alone, with your partner, with friend, at Writing Center; time yourself, adjust slides and oral presentation)

**Oral Presentation:** • volume

- right pace (speed, silence)
- conversational style
- speak freely (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
- (interact with audience)

**Slides (Content):** • Find out who your audience is.

- start with asking yourself, what your main points are?  
(This is probably the most difficult part of your whole talk.)
- Use keywords which summarize your main points
- Write large enough.
- Use colors meaningful. For example: main point in red, references in black, life in blue, work in green
- Outline and/or introduction/motivation
- Provide background (historic, scientific,... )  
according to your audience and topic
- Summary
- Repeat main points
- Make slides clear (coherent thread).