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).