

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).