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, with your partner, with friend, at Writing Center;
      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 (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).