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

Oral Presentation: • volume
- 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. 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 transitions clear (coherent thread).