

TALKS

March 18: Sarah, James, ?, ?

March 20: Austin, Lindsey, Cragin

March 25: Jason, Beau, Matt, ?

For questions: kvollmay@, 577-3109, 522-0120 (conference March 9-14.)

GOAL: convey ideas and concepts to audience

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

Preparation: • know your subject (already with paper)

- prepare slides (see below)
- practice (aloud alone, with your partner, with friend, at Writing Center; time yourself, adjust slides 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: slides (& demos)

- use pointer for slides
- eye contact
- facial expressions
- gestures
- posture
- breathing

Slides (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)