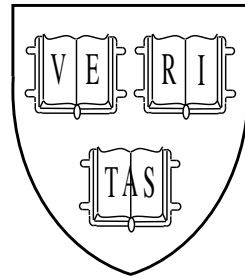


The How to Give a Talk Talk



Margo I. Seltzer

Harvard University

Division of Applied Sciences

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Goals

- **Problem:** You are often asked to present a talk that summarizes your results, but you are never taught how to give such a talk.
- **Solution:** Present a “meta-talk” on how to give a talk and then present a real talk for you to critique.
- **Outcomes**
 1. You know how to prepare your talk for CS261.
 2. You know how to prepare research talks in general.
 3. The CS161 students get more out of your presentations.

Outline

- **The Components of a Good Talk**
- **Slide Formats**
- **Presentation Techniques**
- **Conclusions**

The Components of a Good Presentation

- **Introduction**

- Goal: what is the purpose of this talk?
- Why is this work important and/or interesting?
- What is the necessary background to understand the talk (sometimes in a separate section).

- **Problem Statement**

- Precise statement of what you are trying to do.

- **Approach**

- How are you going to solve the problem?
- Why is this a good way to solve it?
- What were the alternatives?

More Components of a Good Presentation

- **Results**

- Describe experimental setup.
- Motivate what each test was trying to measure/prove.
- Present results.
- Explain expected (intuitive results).
- Show how actual results (dis)agree with intuitive results. Explain WHY!

- **Conclusions**

- Summarize results
- Remind people of important of result
- Discuss shortcomings of results
- Discuss future work.

Slide Formats

Some people will get religious about this and disagree vehemently.

- **Less is better**
- **Consistency**
 - brief, but complete sentences**
 - brief sentence fragments**
- **Full sentences, use correct punctuation.**
- **Spell-check**
- **Landscape mode**
 - more difficult to put too much text on a slide.**

Presentation Tips

- **Practice!**
- **Get Feedback on a practice run.**
- **Have paper copies of your slides.**
 - read off those, not the transparency
 - make notes to yourself on those
- **Plan at least 2 minutes per slide.**
- **Leave time for questions and answers.**
- **Know what you are going to say on each slide (make notes if you have to).**
- **Start with a joke.**

More Presentation Tips

- **Remember that your audience has not done all the background reading that you have!**
- **Know your audience**
 - What are their expectations?
- **Motivate your area.**
- **Motivate it again.**
- **Three parts to a talk**
 1. Tell 'em what you're gonna tell 'em.
 2. Tell it to 'em
 3. Tell 'em what you told 'em

Conclusion

- **You cannot cover all your research in a 20 minute talk.**
- **The talk should make people want to read your report.**
- **Short is better than long.**
- **Think about what you want people to learn from your presentation.**