Hochschule
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Introduction to Public Speaking

Tips and Tricks for MAS

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1. What to say

2. What to put in your slides

3. Presenting

What to say

- **Think about your audience**
  - How much of the basics should you cover?
- What is the message of your talk?
- **Start with an outline!**

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Content

- The content of your slides should:
  - be self explanatory
  - use footnotes for new terminology
  - used to "remind" you of the key points in your speech
- Use examples to drive your message
- Tell a story

Bullets

- Avoid filling your slide with a wall of text
  - A bullet is a single key point
  - Indent ideas which are secondary
  - Only indent bullets which are related to the top level one
- About 4-6 bullets per slide is a good measure

Formatting

- Limit the number of slides (1 slide = 3 minutes aprox)
- Font size for your text should be around 24 points
- Use contrasting colors, e.g. black fonts on a white background
  - You can search for: Color contrast checker

Visual aids

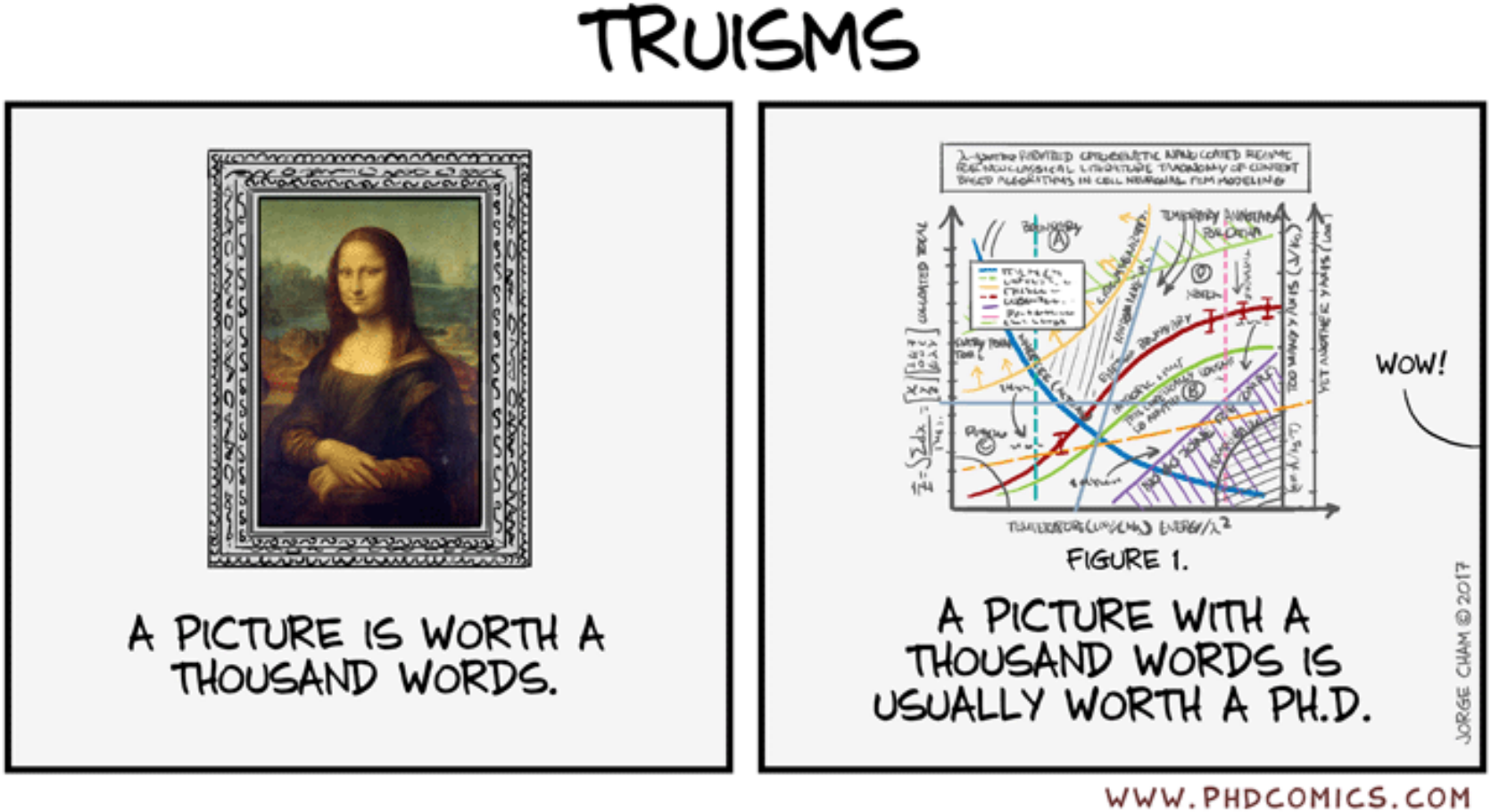

Figure 1: An image is worth a thousand words.[1]

[1] http://phdcomics.com/comics.php?f=1926

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Preparations

- Rehearsing is the most important thing
- Don’t memorize the text! The information on your slides is an aid for your audience

Giving your talk

- Breathe!
- Modulate your voice
- Look at your audience
- Use non-verbal queues

Assignments

- This will be your most common oportunity for practice!
- Avoid reading from the assignment, try explaining instead