



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

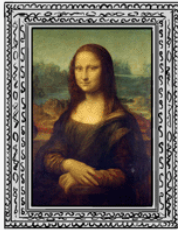
- Avoid filling your slide with a wall of text
 - A bullet is a single key point
 - Indent ideas which are secondary
 - Only indent bullets which are related to the top level one
- About 4-6 bullets per slide is a good measure

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

TRUISMS



A PICTURE IS WORTH A THOUSAND WORDS.

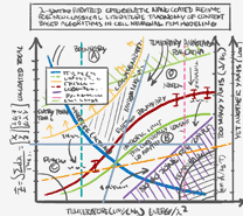


FIGURE 1.

A PICTURE WITH A
THOUSAND WORDS IS
USUALLY WORTH A PH.D.

WOW!

Jorge Cham © 2017

WWW.PHDCOMICS.COM

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
- Using non-verbal queues

Assignments

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