EEE6505   Transferable Skills for Engineers

Aims of a scientific talk

- inform: to present one's latest research results to a specific audience
  - -> choose level of description according to audience
  - (academics > engineers > electronic engineers > colleagues)
- advertise your work: allow the audience to digest your results and to trace them in the scientific literature
  - -> dwell on your main results and provide context rather than all details; provide references of where you have already published related data or will do so
- advertise your competence: present yourself as a competent person
  - -> behave in a way that people trust your findings

EEE6505   Transferable Skills for Engineers

Points of attention

- layout:

  -> state your name and affiliation and topic of talk on first slide

  -> give brief introduction but omit overview that lists only standard text ('introduction – exp – results – conclusion')

  -> guide the reader from introduction to conclusion

  -> include different forms of figures (images, graphs, plots), all with properly labelled axes and brief captions

  -> use appropriate font size – don't squeeze text ($\geq$18 pt)

  -> finish with exactly 1 slide with conclusions and acknowledgements

EEE6505   Transferable Skills for Engineers

Points of attention

- language and general presentation:
  - -> on slides, use bullet points instead of full sentences
  - -> define all acronyms used
  - -> plan your talk and stay within time frame given (test it once!)
  - -> don't speak too fast
  - -> don't bury your hands in your pockets
  - -> don't distract your audience by many different fonts and avoid sound effects or fancy transitions between slides: Microsoft Power Point has more add-ons than are possibly useful!

EEE6505   Transferable Skills for Engineers

Points of attention

- special preparations:

    -> if you have low contrast images ensure the room is dark enough so the details will be visible

    -> if your voice is creaky, drink a glass of water before the talk

    -> ensure you have a pointer, and if you use a laser pointer don't blind your audience and be aware that if you are very nervous then the wobbling of the laser spot will make this highly visible to everybody!

    -> if you have a low voice use a microphone but ensure it does neither produce feedback nor make your breathing audible

    -> if you want to show a computer animation or a short film, then use your own laptop, as other people's computers may not have the software installed you need