

How to Give a Good Talk

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Prepare for the Talk



- Find out about your audience.

Know your Audience!!



Prepare for the Talk



- Find out about your audience.

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- Find out about your audience.
- Dress sharp, but comfortable. Make sure you can raise your arm to point at things

Dress
Comfortably!



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- Arrive early

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- Arrive early
- Practice giving your talk, alone, with audience. practice the beginnings and ends of your talk.

During the Talk



- Ok to be nervous before talks. Feeling nervous is very similar to feeling excited

Becoming
nervous is OK!



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- Talk to the audience, not to the screen.

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- A talk is not a written paper, do not read your slides to the audience.

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- Talk to the audience, not to the screen.
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- A talk is not a written paper, do not read your slides to the audience.
- Humor can be great, only if done properly.

FaceBook - LogOff Warning



You have been on-line for 1 year.

Do you wish to Log Off and get a Life?

Yes

NO

☐ Remind me next year

Make your Slides



- The slides should be mostly pictures, plus a very sparse outline of the talk, develop a talk that is entirely in pictures. Then go back and add one or two words per slide

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- Use proper font

Which Font is Correct for a Talk?

There are Right and Wrong Fonts

There are Right and Wrong Fonts

There are Right and Wrong Fonts

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THERE ARE RIGHT AND WRONG FONTS

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Make your Slides

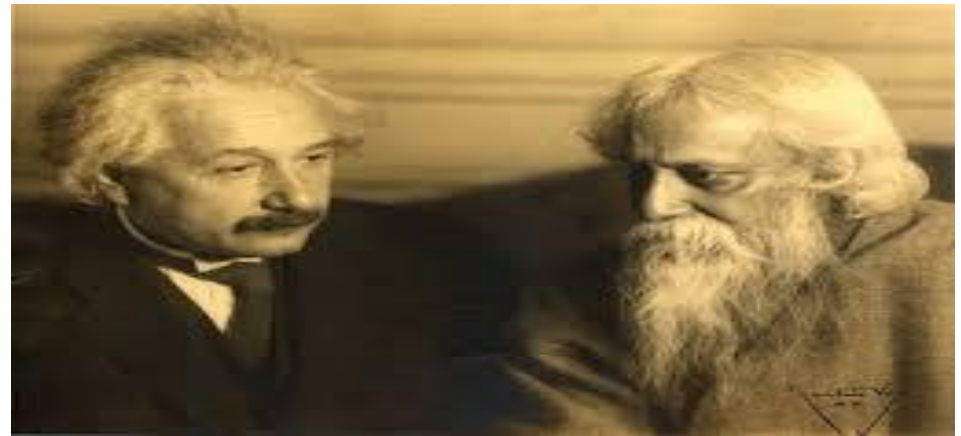
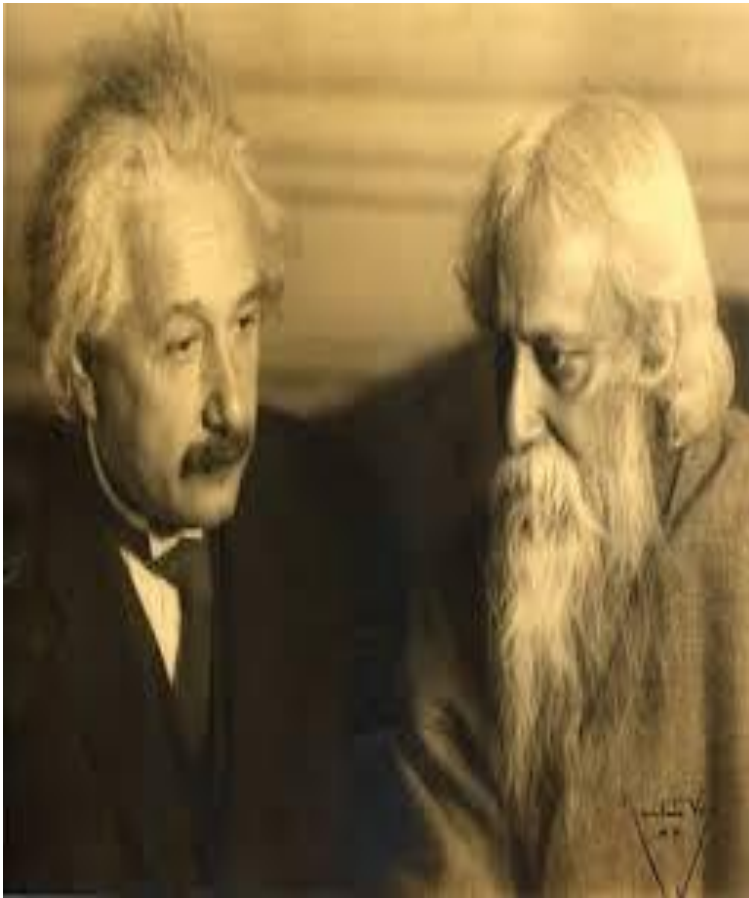


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- Use correct Aspect ratio for pictures.



Which picture has
correct Aspect
Ratio?

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Make your Slides (Contd.)



- Use color, but don't go overboard. Make visually attractive, but don't turn your slides into a circus.

All Kinds of Color? Styles? Shapes?

- Which Color should I use? On What Background?
- Which Color should I use? On What Background?

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- Don't switch color schemes from slide to slide.

Make your Slides (Contd.)



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- Don't switch color schemes from slide to slide.
- Make it simple, clear and obvious, don't clutter slides with irrelevancies.

Make your Slides (Contd.)



- Use color, but don't go overboard. Make visually attractive, but don't turn your slides into a circus.
- Don't switch color schemes from slide to slide.
- Make it simple, clear and obvious, don't clutter slides with irrelevancies.
- Round numbers to one or two significant digits

Unless you have a Reason!!

3.1415926535897932384626433832795028841
9716939937510582097494459230781640628
6208998628034825342117067982148086513
2823066470938446095505822317253594081
2848111745028410270193852110555964462
2948954930381964428810975665933446128
4756482337867831652712019091456485669
2346034861045432664821339360726024914
1273724587006606315588174881520920962

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- Make it simple, clear and obvious, don't clutter slides with irrelevancies.
- Round numbers to one or two significant digits
- Abbreviate phrases.

Make your Slides (Contd.)



- NO fancy fade-ins. No slides swooshing in from the left, no dissolves. Just don't.

Make your Slides (Contd.)



No fancy Fade-ins

Make your Slides (Contd.)



**No slides swooshing in
from the left**

Make your Slides (Contd.)



No dissolves

Make your Slides (Contd.)



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Make your Slides (Contd.)



- No fade-ins. No slides swooshing in from the left, no dissolves. Just don't.
- Use large fonts. Anything smaller than 24 point is too small. If you photocopy a paper from a book and project that, you deserve severe punishment.

Font Size?

One should be able to read it from behind!

One should be able to read it from behind!

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- Think maximum contrast! Black on white or white on black?

Make your Slides (Contd.)



Black on white?

Make your Slides (Contd.)



White on black?

Make your Slides (Contd.)



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- Never use only Capital Letters

Make your Slides (Contd.)



NEVER USE ONLY CAPITAL LETTERS TO WRITE.
YOU CAN SEE IT IS NOT EASY TO READ! YOUR
GOAL IS MAKING IT EASY FOR THE AUDIENCE.

You can see it is so much easier if you write
using both Capital and Small letters. Help the
audience to follow your talk. Right?

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- No Undelines

Make your Slides (Contd.)

Underline is from
the days of
typewriters!

Forget it!!



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How to Present



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- Be VERY VERY Clear

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- Speak slowly, loudly, and clearly. Make sure the people in the back can hear you.
- Do a lot of pointing
- Point to the big screen, not your computer screen. When you go up to the screen and point, audiences are with you.

How to Present (Contd.)



- Unless the screen is way too big and way too far away, don't use a laser pointer.

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- When the room you're talking in is too big to point at things with your hand, use a laser pointer.

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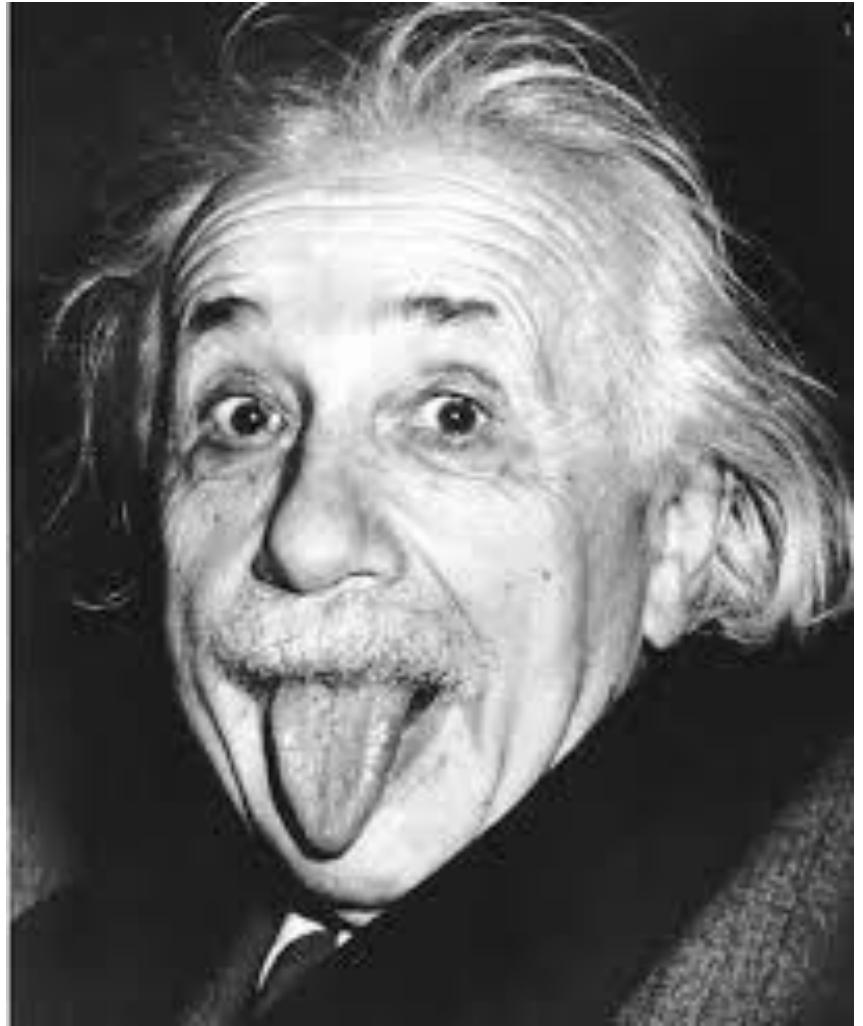
- Unless the screen is way too big and way too far away, don't use a laser pointer.
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- If you're nervous, the pointer dramatically magnifies the shaking of your hand.

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- Put up a slide only a moment before you want to refer to it. Give the audience time to read it.

Einstein said,
“It was my
greatest
blunder!”



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- Put up a slide only a moment before you want to refer to it. Give the audience time to read it.
- Prepare your first two and last few sentences.

How to Present (Contd.)



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How to Present (Contd.)



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- In longer talks, tell the audience your plan. You should also come back to it to let them know where they are in the talk as you go along.

How to Present (Contd.)



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- In longer talks, tell the audience your plan. You should also come back to it to let them know where they are in the talk as you go along.
- In your plan, focus on the questions you're trying to answer.

Example: Useless Plan



- introduction
- previous studies
- experiment 1
- experiment 2
- experiment 3
- summary
- further questions

Example: Interesting Plan



- The history of Bangla OCR
- Will Google Tesseract work for Bangla?
- Segmentation: The first challenge
- Recognition using Connected Component
- Will recognition by brute force work?
- How many symbol do we train?
- Is Neural network only option?
- What's next?

Delivering the Content



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- A narrative style is preferable in talks. Research is done to tell a story, going from problem, goal, plan through actions (observations) to outcomes, resolution, and a moral (conclusion)!

Delivering the Content (Contd.)



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Delivering the Content (Contd.)



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- If you want to say something controversial or speculative, mark it as such.
- Summarize

Maintaining Time



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- Make sure to end on time. You are not obligated to 'get through all your slides'.
- If you get many more questions than you planned for during the talk, be prepared to adjust.
- Plan ahead what you could skip if you need to. Keep track of time as you progress through the talk and figure out how to tie it up to finish on time.

Question and Answers



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- If a question comes you don't know about, it's okay to say "I don't know".
- It is not crime to plant a simple question with a friend so he/she can direct it to you !!

Mention References, when applicable



- www-psych.stanford.edu/~lera/290/lecture5.html

Conclusion



Conclusion



You do not have to believe anything I said!!

Conclusion



You do not have to believe anything I said!!

Just use your common sense.