

# Giving Talks & Class Room Lectures

By

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with a little help from

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## Books to look at:

*Handbook of Writing for the Mathematical Sciences* by Nicholas J. Higham

*American-English Usage* by Margaret Nicholson

*MLA Handbook for Writers of Research Papers: 4<sup>th</sup> Edition* by Joseph Gibaldi

*Words Fail Me* by Patricia T. O'Conner

*The Transitive Vampire, A Handbook of Grammar for the Innocent the Eager and the Doomed* by Karen Elizabeth Gordon

*The Well-Tempered Sentence* by Karen Elizabeth Gordon

What not to do ?

What to do?

Look at some references.

## Don't say the following

- I don't really understand this, but
- This is just an overview, so
- Am I talking loud enough
- You don't really need to know this
- I gave this talk elsewhere
- Uh, Ya know, anyway, etc.

## Don't do the following

- Sit on the table
- Address your talk to one individual
- Stand between the slides and the audience
- Present the formal proof of a theorem
- Use excessive notation
- Give a definition without an example
  - Use slides with printing that is too small for the audience to read
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- Use Power Point in an attempt to obscure the fact that you don't know what you are talking about

## What to do

### The presentation

- Prepare more than one day in advance
- Practice at least once
- Look at the audience
- Speak slowly and clearly

## Contents

- Thesis
- References
- Exposition
- Conclusion
- Questions

The talk should have nearly equal parts

- Something everyone will understand
- A little harder
- More advanced
- Really difficult



So, think about your audience before you start preparation.

Take this opportunity seriously.

Remember, no one will want to work with you on your graduate work if you don't make an effort for your peers.