

MATH-GA.2840-004: Written and Oral Presentation

Lecture 1: Oral Presentations

Aleks Donev & Tia Sondjaja

Examples of Oral Presentations

- ▶ Seminar talks
 - ▶ Length: 30 minutes to 1 hour
 - ▶ Audience: 10-30; graduate students, researchers in the field
 - ▶ Goal: Share new research work (in some detail)
- ▶ Conference talks
 - ▶ Length: 10 to 30 minutes
 - ▶ Audience: ??; graduate students, researchers, nonexperts
 - ▶ Goal: Share new research work, ...
- ▶ Teaching
 - ▶ Length: 50 to 110 minutes
 - ▶ Audience: 5-hundreds; undergraduates, graduate students, ...
 - ▶ Goal: Help students learn
- ▶ Elevator talks
 - ▶ Length: < 5 minutes
 - ▶ Audience: ??
 - ▶ Goal: Effectively communicate key ideas in a short amount of time

Key Advice

In any type of presentation, the goal is to communicate your ideas clearly and effectively.

To do this,

- ▶ **Know your audience**
- ▶ Be mindful of the goals of the presentation
Adapt to the format, time/length, and other restrictions
- ▶ **Less is more**
Choose a small number of key ideas to emphasize, mention them early and reiterate them.

Basic Ingredients of a Good Oral Presentation

- ▶ Care *(you should enjoy the talk)*
- ▶ Motivation & context
- ▶ A small number of key ideas - *premise*
- ▶ Content that is communicated effectively
- ▶ Summary/Take-home ideas

Basic Ingredients of a Good Oral Presentation

- ▶ Care
 - Be excited; engage with the audience
- ▶ **Motivation & context**
 - Why should the audience care about your work/talk?
 - Why are your results interesting/important?
- ▶ A small number of key ideas
- ▶ Content that is communicated effectively
- ▶ Summary/Take-home ideas

In class {
— Software for presentations
— Slides vs chalk board