

How to prepare a good talk (perhaps)

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General



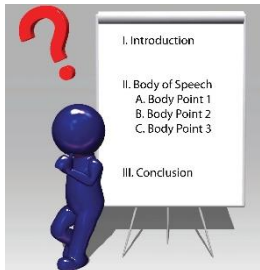
Decide what is the **goal** of your talk, and do your best to achieve it

- class ≠ exam ≠ date ≠ political speech !



Understand your **audience** before giving your talk

- What are the background and interest of your audience?



Design your talk

- Good design → faster preparation & better results
- Structure your presentation (even with a “live outline”)

Content



You cannot say it all



Really, you have to accept this.



You must decide what to say and what to skip

- You cannot flash the audience with 100 slides in 10 minutes
- Better a few clear concepts than many confused ones



Never run overtime

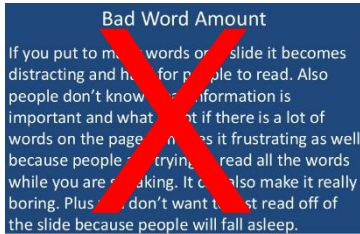
- One minute overtime can destroy the best of lectures
- Make sure you say the most important within your time slot

Format

CONTENT



First work on the content, then on the format



Minimize words

- write slides, not books
- your slides are not there to remind you what to say



A picture is worth a thousand words

Also

- Avoid backgrounds that are distracting or difficult to read from.
- Always be consistent with the background that you use.



- Choose appropriate titles for slides
- Use visible font size and colours
- Do not exaggerate with colours/animations/effects/footers

Giving the talk



Stand



Speak loud enough (use a mic if needed)



Do not speak fast (even if your time is ending)



Good speaking has rhythm

- Emphasize the important points
- Use intonation

Giving the talk



Look at your audience

Also

- If you must use a laser pointer, hold the pointer steady
- Before your talk turn off laptop's screen saver and Skype

Concluding remarks



Give a practice talk (to colleague/friend/partner/wall)



Accept that

- improving your slides is a never ending process
- and after 1 year they will look shallow to you

