

### 主观题 10分

② 设置

• 调查:

Xur ong Zhang

- 你以前听的报告中,最有体会的报告人缺点是什么?
- 请每人列出至少2条你知道的作报告和做ppt的攻略或建议。

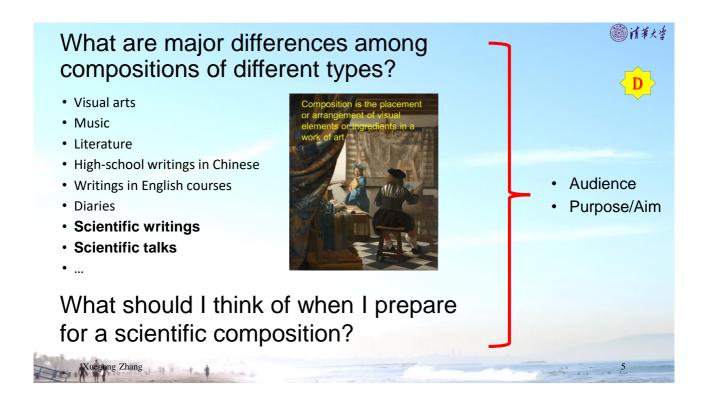
请分小组讨论2分钟,每组3-4人,讨论结果写黑板

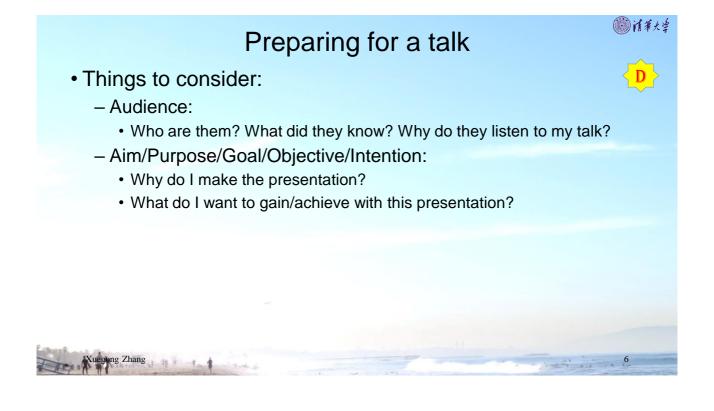
正常使用主观题需2.0以上版本雨课堂







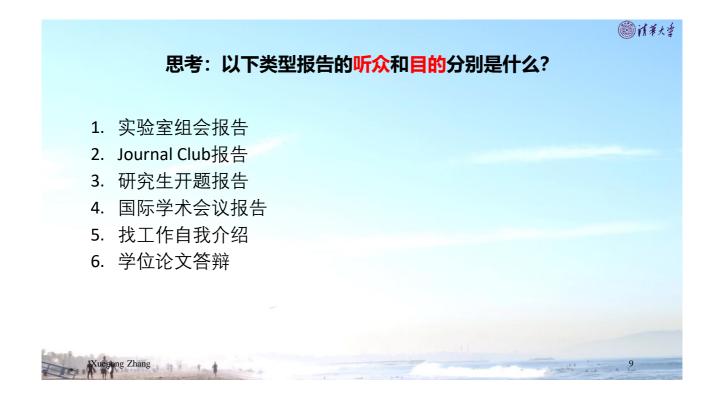




## For a conference talk The purpose of your talk is not: • To impress your audience with your brainpower • To tell them everything you know about your topic • To present all the technical details Simon Peyton Jones, Microsoft Research Cambridge How to give a great research talk.



11年大学



### Preparing for a talk • Things to consider: - Audience: • Who are them? What did they know? Why do they listen to my talk? - Aim/Purpose/Goal/Objective/Intention: • Why do I make the presentation? • What do I want to gain/achieve with this presentation? - Topic - Materials - Structure, style → Compose slides according to your audience, goal and materials.

圆浦料学

### 充分考虑听众, 因为你的报告在消耗他们的生命

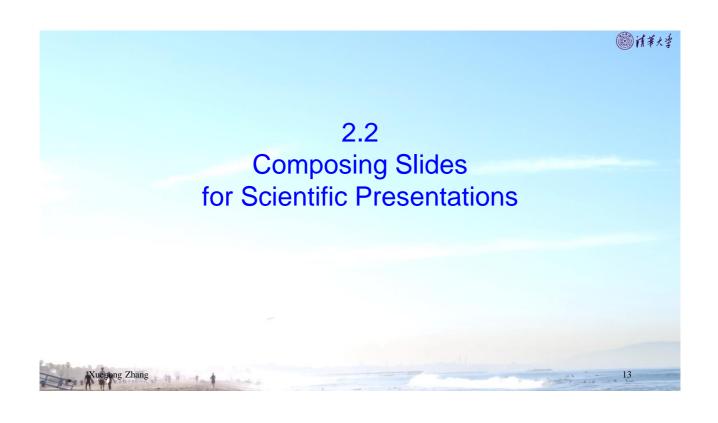
- Treasure other people's time and attention.
  - If they listen to your talk for 30 minutes, they lose >30 minutes of their life forever!
  - It's a priceless gift they give you. Don't waste their life!



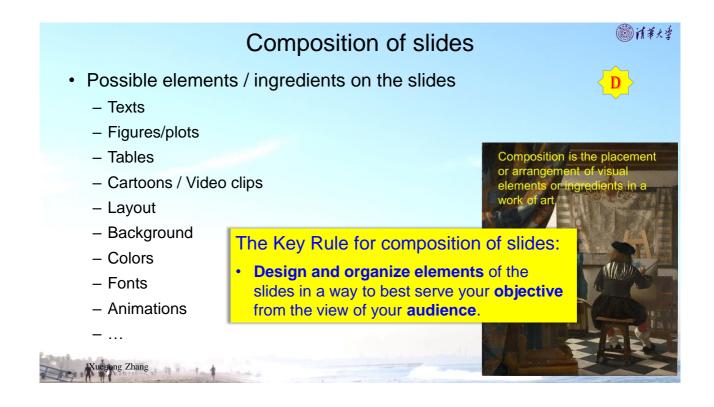
-11

Take-home message:

Be aware of your purpose and always think of the audience.









### Composition of slides



- With this Key Rule, all tips follow naturally!
- The Key Rule for composition of slides:

Such as

- Design and organize elements of the slides in a way to best serve your objective from the view of your audience.
- Avoid using full sentences, use keywords or phrases instead.
- Avoid using fonts like this or 这样的字体.
   Use fonts like this, or this or 像这样或这样的字体 instead.
- Do not use fonts smaller than 18pt.
- Refrain from using unnecessary animations.
- Less is more! Leave empty spaces.
- Avoid using >7 lines on one slide
- **—** . . .
- And they are **not** unbreakable.

### 提示:

- "技巧"背后都有原理
- · 不要学老师讲课的ppt设计

17

### Design effective scientific presentations

-- Prof. Susan K. McConnell of Stanford University



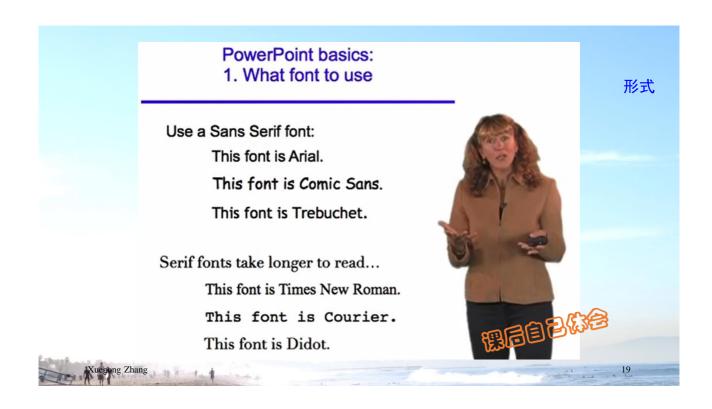
◎游羊大学

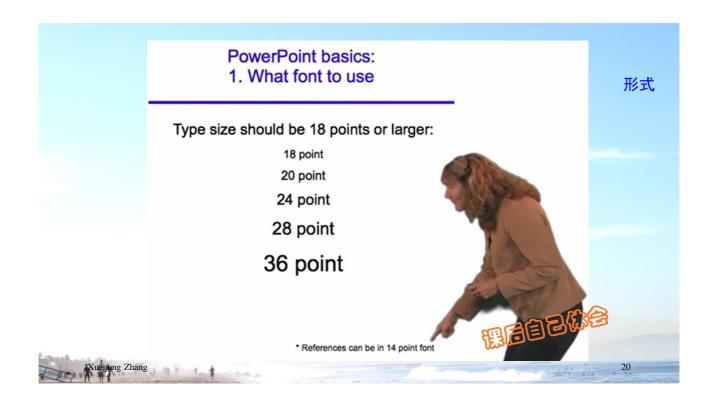


https://cloud.tsinghua.edu.cn/f/610853c7d2a7470895e6/ (42 mins)



18







形式

Make simple slides.

Build content progressively.

If you're not going to talk about it, leave it out.



21

投票 最多可选4项

段 设置

### 当我们听报告时,我会一直注意力集中吗?

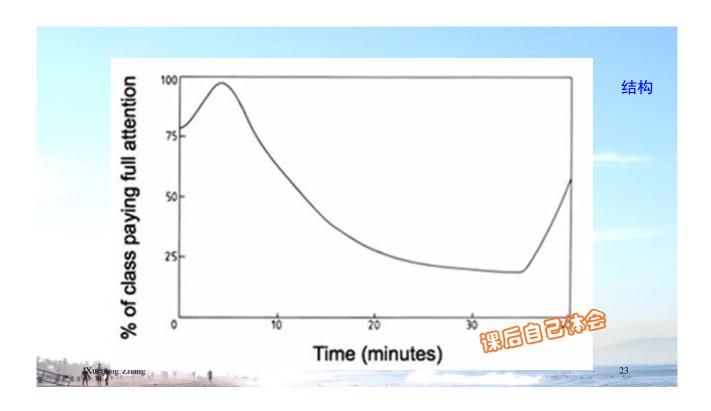
结构

A 是的, 我会

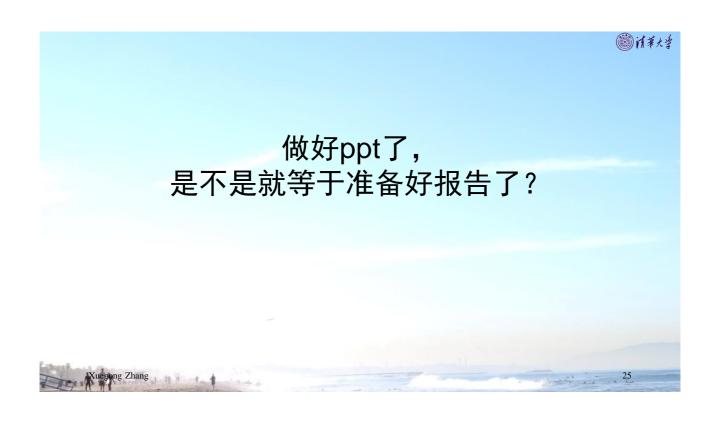
Xu ong Zhang

- 很难,开始集中一会儿就走神了
- 开始集中,中间就跟不上了,最后想再好好听一下结论
- 取决于报告人怎样引导

提交

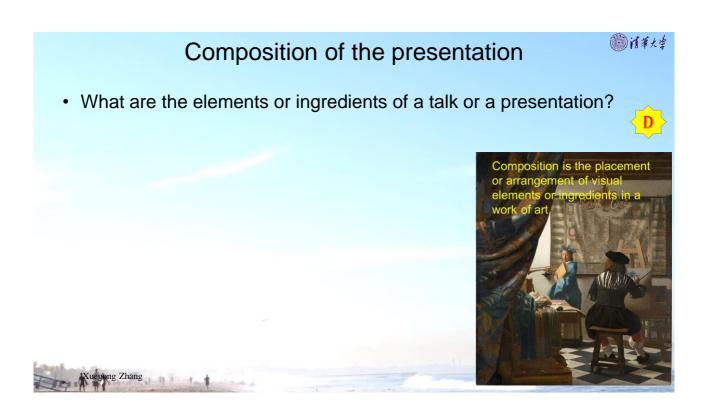




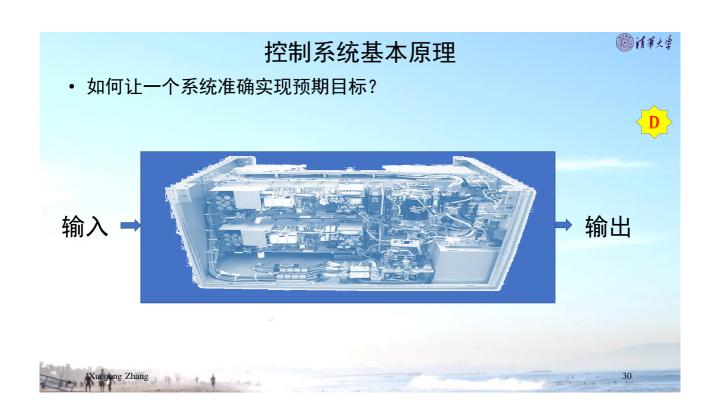


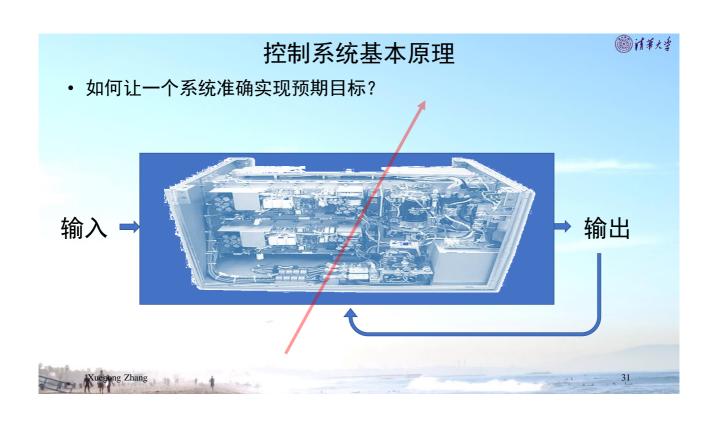


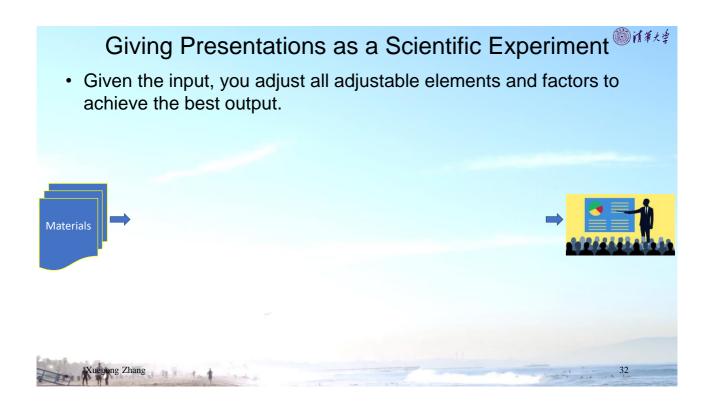


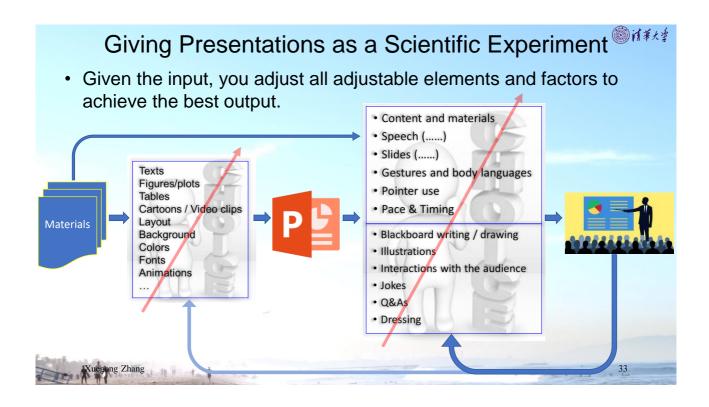


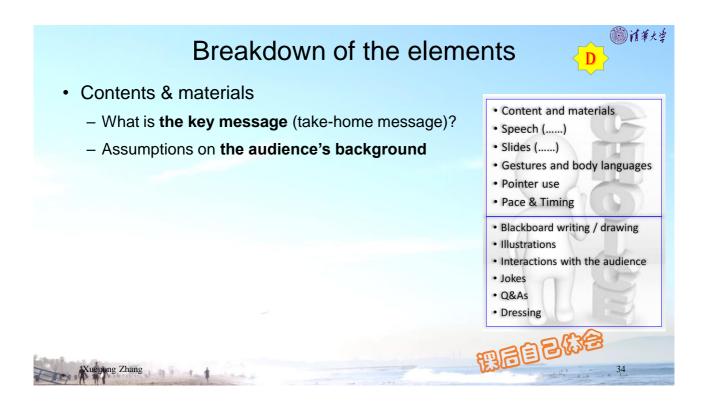
### 圆浦料学 Elements of a presentation • Blackboard writing / drawing Content and materials • Speech (.....) Illustrations • Slides (.....) Interactions with the audience Gestures and body languages Jokes Q&As Pointer use Pace & Timing Dressing The Key Rule for composition of talks: Design and organize elements of the talk in a way to best serve your objective from the view of your audience.











### Breakdown of the elements



- Contents & materials
  - What is the key message (take-home message)?
  - Assumptions on the audience's background
- Speech
  - Language
  - Words, terms (jargons), phrases, and sentences
  - Pace, chunking, tone,
  - and pauses

The Key Rule for composition of talks:

 Design and organize elements of the talk in a way to best serve your objective from the view of your audience.

- · Content and materials
- Speech (.....)
- Slides (.....)
- · Gestures and body languages
- Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- · Q&As
- Dressing



35

### Breakdown of the elements



- Slides
  - Texts, figures/plots, tables, cartoons / video clips
  - Layout, background, color scheme, fonts
  - Animations ...

- · Content and materials
- Speech (.....)
- Slides (.....)
- · Gestures and body languages
- · Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- Q&As
- Dressing



36

The Key Rule for composition of talks:

 Design and organize elements of the talk in a way to best serve your objective from the view of your audience.



### Breakdown of the elements



- Slides
  - Texts, figures/plots, tables, cartoons / video clips
  - Layout, background, color scheme, fonts
  - Animations ...
- · Gestures & body languages
  - Why?
  - Suggestions:
    - · Know the stage, choose your position
    - · Avoid random gestures and random moves

The Key Rule for composition of talks:

 Design and organize elements of the talk in a way to best serve your objective from the view of your audience.

- Content and materials
- Speech (.....)
- Slides (.....)
- · Gestures and body languages
- Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- Q&As
- Dressing



37

### Breakdown of the elements



- Pointer use
  - Why?
  - Use properly and smartly
    - · Control it!
    - · Do not keep it on.

- Content and materials
- Speech (.....)
- Slides (.....)
- · Gestures and body languages
- · Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- Q&As
- Dressing



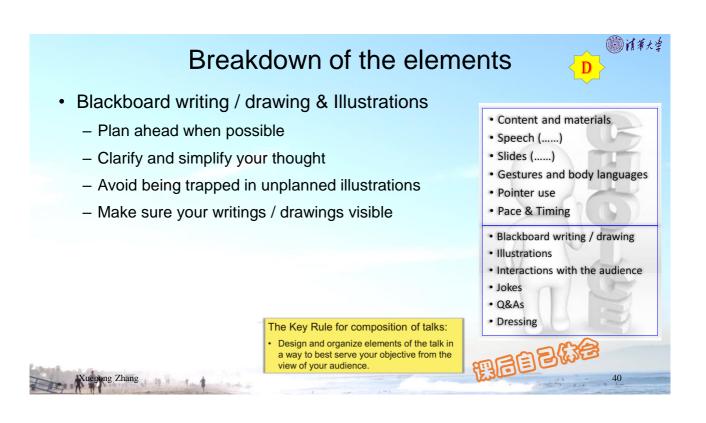
38

The Key Rule for composition of talks:

 Design and organize elements of the talk in a way to best serve your objective from the view of your audience.



### 11 第大学 Breakdown of the elements Pointer use - Why? · Content and materials Use properly and smartly Speech (.....) • Slides (.....) · Control it! · Gestures and body languages · Do not keep it on. Pointer use Pace & timing Pace & Timing - Plan your time · Blackboard writing / drawing · Order and relative timing of each part of materials Illustrations Be aware of your time • Interactions with the audience Jokes Be adaptive during the course · Q&As Dressing The Key Rule for composition of talks: 黑后自己依全 · Design and organize elements of the talk in a way to best serve your objective from the view of your audience.



### Breakdown of the elements



- Interactions with the audience
  - Eye contact: where should I look at?
  - Asking questions
    - · Do I plan to wait for answers?
    - · How do I react to answers?
    - · How long should I wait for the answer?
  - Answering questions
    - Shall I adjust my pace for answering the question?

· Content and materials

- Speech (.....)
- Slides (.....)
- · Gestures and body languages
- Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- · Q&As
- Dressing



The Key Rule for composition of talks:

· Design and organize elements of the talk in a way to best serve your objective from the view of your audience.

### Breakdown of the elements



- Jokes
  - Great if used well
  - But be careful!
- Q&As after the talk
  - Repeat the question before answering it
  - Take care of the whole audience
- Dressing

- · Content and materials Speech (.....)
- Slides (.....)
- · Gestures and body languages
- · Pointer use
- Pace & Timing
- · Blackboard writing / drawing
- Illustrations
- · Interactions with the audience
- Jokes
- · Q&As
- Dressing



The Key Rule for composition of talks:

· Design and organize elements of the talk in a way to best serve your objective from the view of your audience.

### **Summary**



- Content and materials
- Speech (.....)
- Slides (.....)
- Gestures and body languages
- Pointer use
- Pace & Timing

egong Zhang

- Blackboard writing / drawing
- Illustrations
- Interactions with the audience
- Jokes
- Q&As
- Dressing

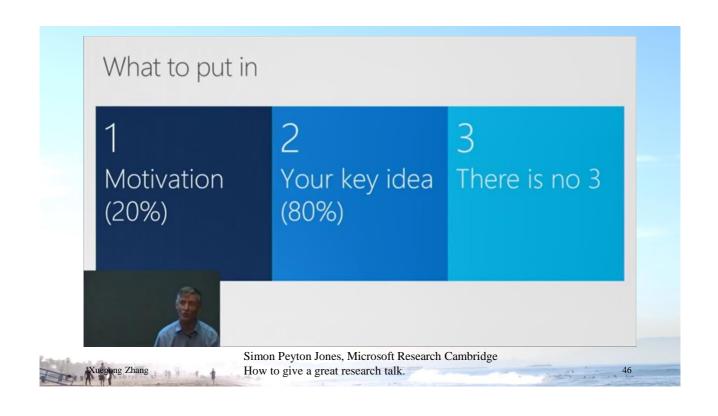


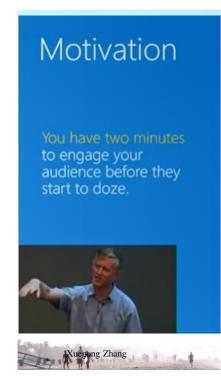
### The Key Rule for composition of talks:

 Design and organize elements of the talk in a way to best serve your objective from the view of your audience.







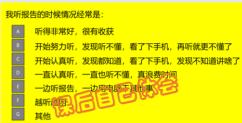


They are thinking...

- · Why should I tune into this talk?
- · What is the problem?
- · Why is it an interesting problem?
- Does this talk describe a worthwhile advance?

### You have 2 minutes to answer these questions.





### Your key idea

If the audience remembers only one thing from your talk, what should it be?





- You must identify a key idea.
   "What I did this summer" is No Good.
- Be specific.

Don't leave your audience to figure it out for themselves.

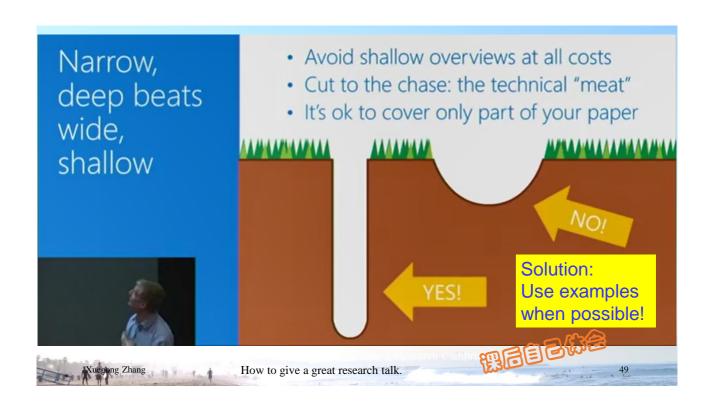
- Be absolutely specific.
  - Say "If you remember nothing else, remember this."
- Organise your talk around this specific goal.

Ruthlessly prune material that is irrelevant to this goal.

Also try to think of these questions after you have listened to some talk.

Simon Peyton Jones, Microsoft Research Cambridge How to give a great research talk.

48







# Major types of academic conferences Output O

### Major types of conference presentations



- · Oral presentations
  - Keynote talks/speeches (Plenary)
  - Invited talks (Plenary or in parallel sessions)
  - Contributed talks (Usually unpublished work, submitted and accepted)
  - Highlight talks (recently published work, submitted and accepted)
  - Short talks (...)
- · Poster presentations
  - Poster only
  - Poster + brief talk
- · Exhibitions / industry presentations
- Tutorials



