



University of Pittsburgh

Giving a Presentation

After monitoring you for two months

School of Computing and Information
Department of Computer Science

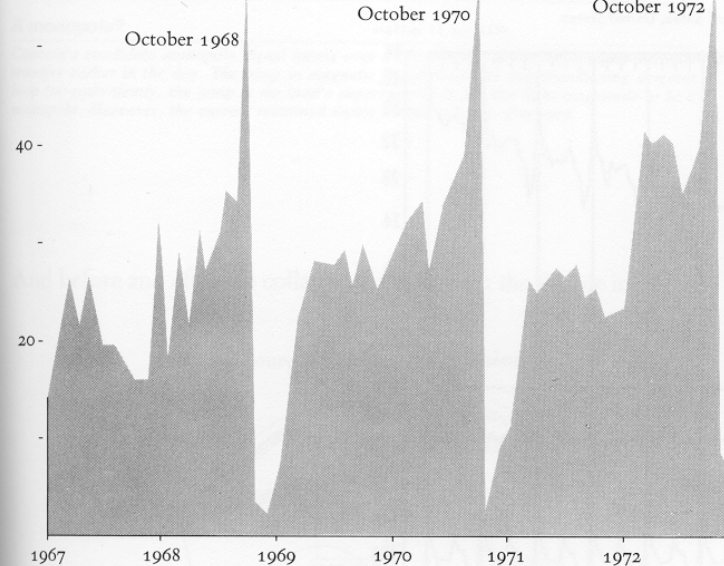


A picture is worth a thousand words *But only if you explain it!*



- Don't leave a picture hanging there and expect your audience to interpret it
- If you have something on your slide that you don't explain, it is just **noise**. It only serves to distract.

60 - Monthly outgoing mail workload, millions of units



The graphic is worth at least 700 words, the number used in a news report describing how incumbent representatives exploit their free mailing privileges to advance their re-election campaigns:

FRANKED MAIL TIE TO VOTING SHOWN

Testimony Finds the Volume Rises Before Elections

WASHINGTON, June 1 (AP)—New court testimony and documents show that much of the mail Congress sends at taxpayer expense is tied directly to the re-election campaigns of Senate and House members. According to material filed in a lawsuit in Federal Court, Senate Republicans put two direct-mail experts on the public payroll to advise them on how to use their free mailing privileges to get votes. A 1968 election manual prepared for Senate Democrats refers to newsletters as a "free forum," and sets up a timetable

for sending them as an integral part of a model re-election campaign. Senator John G. Tower, Republican of Texas, mailed more than 800,000 special-interest letters at taxpayer expense as part of his 1972 re-election effort and received campaign volunteer offers and donations in response. Senator Jacob K. Javits, Republican of New York, gave written approval in 1973 for a tax-paid mail program intended to better his image and pay off at the polls. He focused his mail on areas where he needed votes. The volume of "official" Congressional mail rises just before the general election. None of this activity necessarily violates any law or regulation, since Congress has wide discretion in the use of tax-paid mail. Congress gave itself the right to send official mail at the Government expense at the

founding of the republic, and only Congress polices against abuses of the free mailings. Complaints of political use of the free-mailing privilege, called the franking privilege, are heard every election year. Recently, however, the volume and cost of franked mail has multiplied. A new Federal law will limit what out-of-office challengers can spend to unseat incumbents. In 1972, Congress passed a law prohibiting mass franked mailings within 28 days before an election. The sponsor of that legislation, Representative Morris K. Udall, Democrat of Arizona, said in an interview that further changes were needed to curtail political abuse of the frank. Mr. Udall urged a 60-day pre-election cutoff for mass mailings and said he favored closing a loophole that recently allowed defeated Representative Frank M. Clark, Democrat of Pennsylvania, to send a

franked newsletter to his old constituents after he had left office. Mr. Clark is seeking to regain his old post. Practice Documented Seldom has the political use of franked mail been so well documented as in recent testimony and documents filed in a Federal Court by Common Cause, the lobby group, which is suing for an end to tax-financed mass mailings by Congress. For example, Joyce P. Baker, a political mail specialist, said in a 1973 job proposal that she wanted to set up direct-mail programs for Republican Senators using franked mail. "The purpose of such a program is to help an incumbent Senator get re-elected," she said. She was put on the Senate payroll at \$18,810 a year in 1973 and 1974, and testified that during that time she aided Republican Senators Robert J.

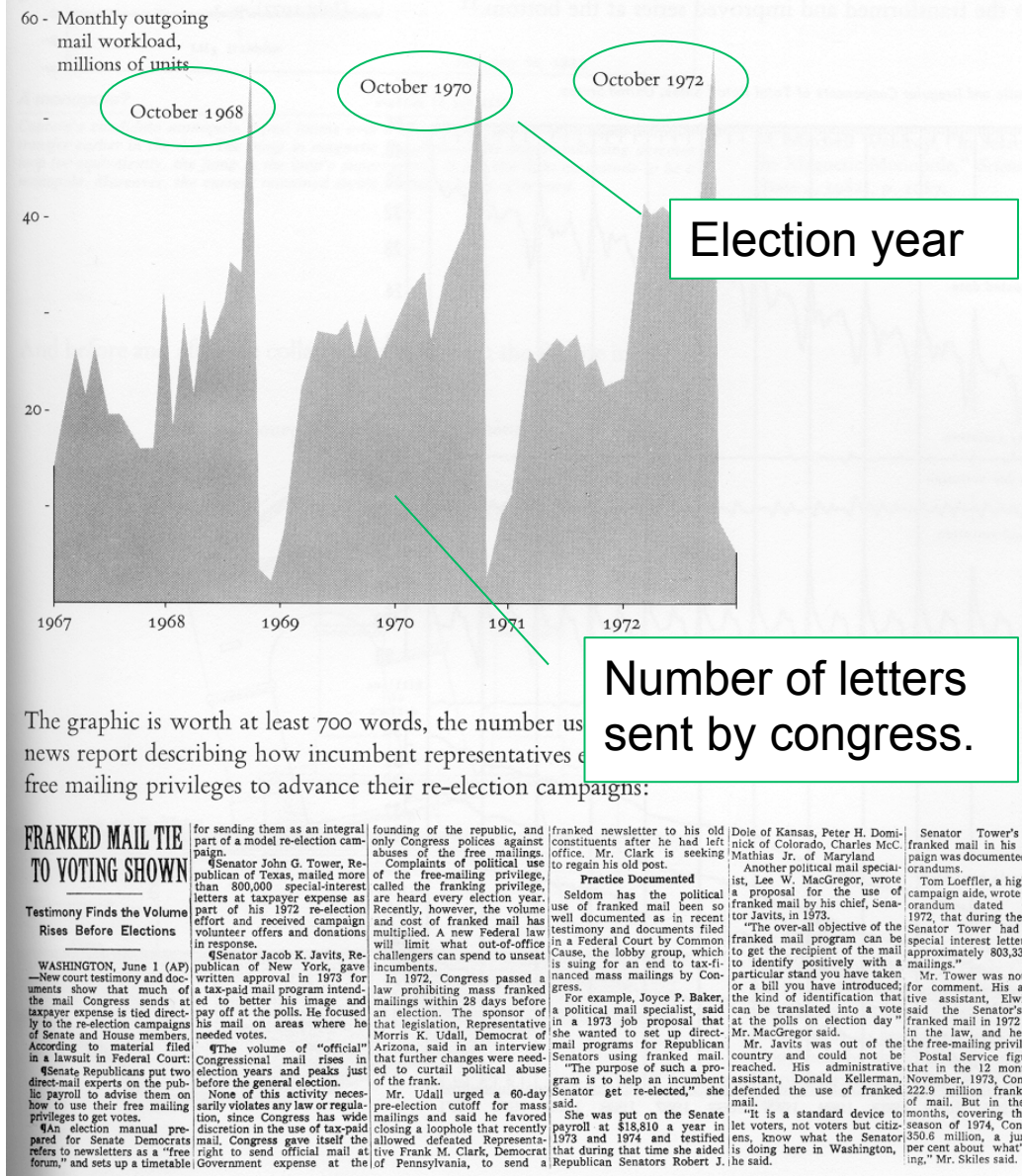
Doyle of Kansas, Peter H. Dominick of Colorado, Charles McC. Mathias Jr. of Maryland. Another political mail specialist, Lee W. MacGregor, wrote a proposal for the use of franked mail by his chief, Senator Javits, in 1973. "The over-all objective of the franked mail program can be to get the recipient of the mail to identify positively with a particular stand you have taken or a bill you have introduced; the kind of identification that can be translated into a vote at the polls on election day," Mr. MacGregor said. Mr. Javits was out of the country and could not be reached. His administrative assistant, Donald Kellerman, November, 1973, Congress sent 222.9 million franked pieces of mail. But in the next 12 months, covering the election season of 1974, Congress sent 350.6 million, a jump of 57 per cent about what's happening," Mr. Skiles said.

Senator Tower's use of franked mail in his 1972 campaign was documented by memorandums. Tom Loeffler, a high-ranking campaign aide, wrote in a memorandum dated Oct. 27, 1972, that during the campaign Senator Tower had sent "31 special interest letters totaling approximately 803,333 franked mailings." Mr. Tower was not available for comment. His administrative assistant, Elwin Skiles, said the Senator's use of franked mail in 1972 was within the law, and he defended the free-mailing privileges. Postal Service figures show that in the 12 months before season of 1974, Congress sent 350.6 million, a jump of 57 per cent about what's happening," Mr. Skiles said.

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- Put in graphical cues to focus attention
- Actually point to the figure and explain
- Interpret the figure on behalf of the audience



Acronyms and jargons are useful

But only if you explain them!



- IMHO, ARE = ADIH. TBH, FUBAR & 2M2H.



- Translated: In my humble opinion, an acronym rich environment is another day in hell. To be honest. Its f***ed up beyond all recognition and too much to handle.



Your talk is not a diary

- Your talk is heard by a (large) audience
 - Think of how to make your talk valuable to them

- Think of a TED talk
 - Think of what you really want to get across
 - Your internship is a valuable experience worth sharing; Each internship is interesting in its own way (I feel so)

- You have much more to say then ...
 - Collaborating with your collaborators is important
 - Asking questions is important
 - Maybe you really do, but then add your own spin



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Writing a Report

A general guideline

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Example Outline

■ Objectives

- This project objectives were...

■ Approach

- I solved the problem by using X and Y technique
(This is going to be the meat of your report.)
- Communication with client was done like so

■ Completion

- Fulfilled initially set objectives 1 through 5
- Did not complete 6 through 7 due to a change of requirements
- Could not complete 8 because of technical difficulties

■ Issues and reflections

- Using tool X was a good decision because...
- Using tool Y was a bad decision because...
- Communicated with stakeholders in this way;
It did(n't) work because...