

1 General

- Keep your talk within the time allotted. You will only know that this can be done if you practice it. Adrenaline will kick in, and that will make you talk more, not less.
- If you are using PowerPoint (or equivalent) presentations:
 - Limit the number of pages – usually you need to figure on one to two minutes per projected page (excluding title).
 - Limit the content on each page – one rule of thumb is that there should be no more than 5 major points, and each should have no more than 9 words. When in doubt, leave the slide out.
 - Use sentence fragments, i.e., phrases, for each point (one of the only times you'll ever hear me say that).
 - Avoid graphics unless they're really useful. Clip-art almost never fits in this category.
 - Keep fonts large enough to read from the back of the room.
 - Do not use flashy transition effects and animations; they almost never add to the presentation, and may lead people to think that you are more interested in the form than in the content.
- Keep your talk focused – figure out the main points and present them. An attempt to talk about too much will end up leaving the audience confused.
- Talk loudly and clearly.
- Use silence to emphasize points.
- Eye contact is critical. It helps to involve the listeners.
- You don't need to stand there like a tree stump; you can walk around and use your hands to be expressive.
- Don't read your talk – you can refer to notes on index cards, but keep them short.
- Talk about everything that's important.
- Don't talk about things that aren't important.
- The talk should flow well – you should never need to jump around in your page during the body of a talk.
- Practice enough to know what comes next.
- You will be nervous, that's OK. Remember that you are *much* more likely to notice your goofs than other people are.

2 Specific to Requirements

Here are the pieces that I think you probably need:

- Assumptions – if you are making any assumptions about the environment in which the system will run you should state them.
- A list of actors with brief descriptions (?) – keep this very short if you include it.
- A list of all of the specific requirements; mostly the use cases; give *brief* descriptions; attempt to group them logically and you can sometimes “broad-brush” them, e.g., there are use-cases for login, logout, and session timeout.
- More in-depth descriptions of any requirements that are unclear, or tricky, or otherwise deserving of greater attention.
- Priorities for the various requirements – which must be done, etc.
- A list of overarching requirements, e.g., HIPPA, perhaps with notes on which groups of requirements they apply to. For HIPPA, it’s probably “all of them.”
- A description of any major changes to the user interface.
- A description of any major changes to the data maintained.

The above list may not be complete – include anything else that you think needs to be there.