

Computational Linguistics II: Parsing

Introduction

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Oral Presentations

- The Preparation Phase
- Presentation Style
 - Media
 - Slides
- The Presentation
 - Before the presentation
 - During the presentation

The Preparation Phase

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- Objective: What should your audience learn?
- How can your objectives be achieved?

Presentation Style: Media

Possible media: Handout, Slides, Software

- Handout
 - good medium if lots of text is needed
 - may contain additional information for reading later
- Slides
 - can be easily referred to during the presentation
 - can easily be put on a web page
- Software
 - good for visualizing abstract systems/definitions

Presentation Style: Slides (1)

- Slide 1: Title page
 - Title of the presentation
 - Your name, affiliation and email

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- Slide 2: Talk outline
 - Enumerates the major sections of your presentations
- Slide 3:
 - Give a preview of the main claims of your presentation
- Final Slide(s):
 - Summary of main points
 - List of open questions or discussion points

Presentation Style: Slides (2)

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- Think about how many slides you want to have.
- Only then start making the actual slides.

Presentation Style: Slides (3)

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- Proofread your slides several times to avoid typos.

Presentation Style: Slides (4)

General advice on slides

- Do not put lots of text on a single slide.
- Use sub-bullets to add structure.
- Choose different colors for highlighting.
- Pick fonts with a suitable size (44pt/32pt/28pt).
- Keep the appearance simple and transparent.

Before the Presentation

- Follow the Outline of your slides
- For each slide jot down notes on what to say
- Rehearse your talk
 - by yourself, or even better:
 - with a friend
- Memorize the first minute of your talk

During the Presentation

- Look at your audience
- Do not just read the slides; elaborate on each bullet
- Refer to and look at your slides only as needed
- Indicate clearly if you skip material
- Speak slowly and clearly
 - breaks are as important as talking
 - hand-out: give your audience time to read
 - software: explain what you are doing, move slowly