

Oral Presentations

- A practical guide -

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Outline

- The preparation phase
- On-screen slides presentation or hand-out?
 - Making your choice
 - Hand-outs
 - Slides
- The Presentation
 - Before the presentation
 - During the presentation
 - Always: Learning

Topic

- The preparation phase

Preparation – Reading a Paper

- First pass:
 - for overview
 - take notes

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- First pass:
 - for overview
 - take notes
- Second pass:
 - for detail
 - try to resolve open questions

Preparation – Creating an Outline

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- What is the main topic of your presentation?
- What are the key messages?
- Objective: What should your audience learn?
- How can your objectives be achieved?

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Slides or Hand-out??

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- Slide presentations have effectively become the default medium.
- Advantages:
 - more portable than paper
 - can be easily referred to during the presentation
 - can easily be put on a web page

Slides or Hand-out ??

- In linguistics hand-outs have a long tradition

Slides or Hand-out ??

- In linguistics hand-outs have a long tradition
- Advantages of hand-outs
 - good medium if lots of text is needed
 - there is space for taking notes
 - may contain additional information for reading later
 - people have something to take home
 - it's like giving them a small, personal gift

Our Advice

- If you will need to present lots of linguistic examples or other textual material, prepare a hand-out
- Otherwise: prepare slides

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- The preparation phase
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 - **Hand-outs**

How to Structure a Hand-out

- Start with a header
 - Title of your presentation
 - e.g. Summary of Chierchia's Paper on Discourse Anaphora
 - Your name

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 - Your name
- Give a preview of your main points or the main claims of the paper you are discussing

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- End with a summary and a list of discussion points

Hand-out: Bibliography

- Cite all of your sources in a bibliography

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- Style of your bibliography
 - use Bibtex, or:
 - use the bibliographic style of a major journal
 - whatever you do, be consistent

Hand-out: Bibliographical References

- Be as precise as possible

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- Be as precise as possible
- verify quotations

Hand-out: Bibliographical References

- Be as precise as possible
- verify quotations
- if you quote manuscripts: give an exact description of your source (date, version, ...)

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How to Structure Your Slides

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

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- Slide 1: Title page
 - Title of the presentation
 - Your name, affiliation and email
- Slide 2: Talk outline
 - Enumerates the major sections of your presentation

How to Structure Your Slides

- Slide 3
 - Give a preview of the main claims of your presentation or of the paper you are summarizing

How to Structure Your Slides

- Slide 3
 - Give a preview of the main claims of your presentation or of the paper you are summarizing
- Final Slide(s):
 - Summary of main points
 - List of open questions or discussion points

The Production Process

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

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- Proofread your slides several times to avoid typos.

What to Avoid

- Do not put lots of text on a single slides

A slide that looks like this with lots of superfluous words that make the slide hard to follow and that you will then simply read out loud in your presentation is NOT the way to go. Your audience will fall asleep and get tired from having to read all this stuff.

:-(

How much to Put on a Slide

- Limit the number of items to four or less

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- Use subbullets to add structure

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- Use subbullets to add structure
- Choose different colors for highlighting

How Many Slides?

- Rule of thumb:
 - Suggested number of slides:
divide your your speaking time by 2

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- Rule of thumb:
 - Suggested number of slides:
divide your speaking time by 2
- Prepare some extra slides for use in the discussion period

What Fonts to Pick

- Pick fonts with suitable size
 - Choose different font sizes for different parts:
 - e.g. Slide header 44pt
 - Bullet headers 32 pt
 - Subbullets 28 pt

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- Most slide packages have default templates

What Packages are Available

- Latex: Prosper package customized for the SfS
- Open Office: runs under linux
- Power Point (Microsoft product) under Windows

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 - Do not use too many fonts
 - Do not use unnecessary fancy symbols

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- Rephrase the key points in your own words
- Do not quote extensively from the literature

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- For each slide jot down notes on what to say
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- Memorize the first minute of your talk

The Evening Before

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- The slides should be done and proofread by now!
- Go over the sequence of slides on your head several times until you know what comes after what.
- This will make you more relaxed during the talk because you already know what's coming next.

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During the Presentation 1

- Look at your audience

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- Do not just read the slides; elaborate on each bullet

During the Presentation 1

- Look at your audience
- Do not just read the slides; elaborate on each bullet
- Refer to and look at your slides only as needed

During the Presentation 2

- Indicate clearly if you skip material

During the Presentation 2

- Indicate clearly if you skip material
- Speak slowly and clearly
 - breaks are as important as talking
 - hand-out: give your audience time to read

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Some Final Advice

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- Watch for good role models

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- Good presentations are the result of lots of practice
- Watch for good role models
- Learn from the mistakes of others:
When you hear a bad talk, try to figure out what they did wrong