GG610
Lecture 2
Oral Presentations

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Topics

• Traits of Good Talks
• Preparation Goals
• Short Talks vs. Long Talks
• Written vs. Oral Presentations
• Talk Preparation Tips
• Slide Preparation Tips
• Delivery Tips
• Things to Avoid
Topics

• Traits of Good Talks
• Preparation Goals
• Short Talks vs. Long Talks
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• Talk Preparation Tips
• Slide Preparation Tips
• Delivery Tips
• Things to Avoid

"Before I speak, I have something important to say."

http://1.bp.blogspot.com/-j12WZhpMqNA/Tkij2VICOoEJ/AAAAAAAAGoA/4wduulAqfi8/s1600/groucho.jpg
Traits of a Good AGU-style Talk

• Worthwhile subject
• New findings
• Memorability
• Leaves a positive impression

Preparation Goals

• Know what you want to say
Preparation Goals

• Know what you want to say
• Know your audience

Know Your Audience

http://www.gemsolv.com/wordpress
Know Your Audience

Preparation Goals

- Know what you want to say
- Know your audience
- Be clear
Preparation Goals

• Know what you want to say
• Know your audience
• Be clear
• Stay on point

• Plan to stay on time
Preparation Goals

• Know what you want to say
• Know your audience
• Be clear
• Stay on point
• Plan to stay on time
• Don’t say too much

Short-format vs. Long-format Talks

Short-format (~10 minutes)
• Must focus on main message

Long-format (~50 minutes)
• Can develop secondary themes
Short-format vs. Long-format Talks

Short-format (~10 minutes)
- Must focus on main message
- Little time for stylistic flourishes

Long-format (~50 minutes)
- Can develop secondary themes
- Time for stylistic flourishes
- Can digress and recover (a little)
### Written and Oral Presentations: Differences

<table>
<thead>
<tr>
<th>Written</th>
<th>Oral</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Audience of one</td>
<td>• Diverse audience</td>
</tr>
<tr>
<td>• Reader can “go back”</td>
<td>• Listener can’t go back</td>
</tr>
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Written and Oral Presentations: Differences

Written
- Audience of one
- Reader can “go back”
- “Infinite” comprehension time
- Text is primary
- Can use fine graphics

Oral
- Diverse audience
- Listener can’t go back
- Finite comprehension time
- Words & graphics are primary
- Can’t use fine graphics

Written and Oral Presentations: Differences

Written
- Audience of one
- Reader can “go back”
- “Infinite” comprehension time
- Text is primary
- Can use fine graphics
- Equipment can’t fail
- Lighting is no issue

Oral
- Diverse audience
- Listener can’t go back
- Finite comprehension time
- Words & graphics are primary
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### Written and Oral Presentations: Differences

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<td>• Words &amp; graphics are primary</td>
</tr>
<tr>
<td>• Can use fine graphics</td>
<td>• Can’t use fine graphics</td>
</tr>
<tr>
<td>• Equipment can’t fail</td>
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</tr>
<tr>
<td>• Lighting is no issue</td>
<td>• Lighting can be bad</td>
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<tr>
<td>• No video (usually)</td>
<td>• Can use video</td>
</tr>
<tr>
<td>• Humor unhelpful</td>
<td>• Humor effective</td>
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Effective Use of Humor

“Bummer of a birthmark, Hal.”

http://deharnish-biology.wikispaces.com

Written and Oral Presentations: Differences

**Written**
- Audience of one
- Reader can “go back”
- “Infinite” comprehension time
- Can use fine graphics
- Equipment can’t fail
- Lighting is no issue
- No video (usually)
- Humor unhelpful
- Good for detail

**Oral**
- Diverse audience
- Listener can’t go back
- Finite comprehension time
- Can’t use fine graphics
- Equipment can fail
- Lighting can be bad
- Can use video
- Humor effective
- Effective for big pictures, themes
Slide Preparation Tips

General Rule-of-Thumb

• 1 slide/minute
• 1 key point/slide
  – Audience can’t retain more (usually)
  – Speaker can’t remember more (usually)
Make Slides Legible

• Minimum font size for text: 18 pt
• Avoid red/green color combinations
• Use one font type

Graphics

• Use visual cues for points to make
Visual Cues

Graphics

• Use visual cues for points to make
• Plots better than tables
Table vs. Plot

<table>
<thead>
<tr>
<th>x</th>
<th>y</th>
<th>σ</th>
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</thead>
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<tr>
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<td>0.333</td>
</tr>
<tr>
<td>0.924</td>
<td>0.050</td>
<td>0.050</td>
</tr>
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</table>

Graphics

- Use visual cues for points to make
- Plots better than tables
- Don’t use same graphics as in an manuscript
  - Font is too small
  - Lines are too thin
Delivery Tips (1)

• Stay on point
• Conclude the talk
• Practice (ideally where the talk is given)
• Know the lighting
• Keep cool
• Don’t apologize for errors

Delivery Tips (2)

• Focus on the message (not yourself)
• Look at the audience
• Speak deliberately (slowly)
• Speak up!
• Don’t read slides to audience
• Be judicious with laser pointers (use two hands)
Things to Avoid


Don’t Discuss an Outline Slide

- Title
- Introduction
- Data collection methods
- Data
- Analysis
- Conclusions
Don’t Say “Uh”!

Know what you want to say
Be clear
Stay on point (and on time!)
Allow enough time to prepare
Practice!
Good References

• Ten Secrets to Giving Good Scientific Talks
  – www.cgd.ucar.edu/cms/agu/scientific_talk.html

• PowerPoint Guidelines
  – www.arma.org/LearningCenter/Facilitator/

• How Not to Give (or Not Give) a Scientific Talk
  – http://www.physics.ohio-state.edu/~wilkins/onepage/terribletalk.ps

1/20/12