Today: speaking

1. Crafting PPT presentation
2. Speaking tips
3. Professionalism
1. Crafting PPT presentation

Before opening PowerPoint
Write out your narrative as sentences

Beginning, Middle, End

One sentence per idea

Translates to one idea per slide

Number of slides

<table>
<thead>
<tr>
<th>Speaking time</th>
<th># slides</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes</td>
<td>6</td>
</tr>
<tr>
<td>20 minutes</td>
<td>15</td>
</tr>
<tr>
<td>30 minutes</td>
<td>22</td>
</tr>
<tr>
<td>45 minutes</td>
<td>30</td>
</tr>
</tbody>
</table>
PowerPoint Content

Introduction
Who are you?
What is the motivation? Context? Big picture?

Body
What did you do?
What did you find out?
What does it mean?

Conclusion
One slide: 3–4 takeaway points

Who are you? What is the motivation? Context? Big picture?
What did you do? What did you find out?
What does it mean?

Answer each question directly!
Limit the scope

2. Speaking tips

Speak clearly and slowly

Rehearse Rehearse Rehearse

Use laser pointer effectively
3. Professionalism

Dress

Shirt, pants, belt, socks/hosiery, socks, shoes

At your age:
Men: tie optional / strange blazer very optional

Women:
pants more common in academia

Business Casual

Grooming

Answering questions

Respect

Understanding

Say “thank-you”
Admit ignorance: follow-up
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