

Giving a Good Talk

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Three Main Criteria

- Content – what you're saying
- Structure – how it's organized
- Delivery – how you're saying it

Content

- Start with an interesting topic
- Present a sound argument
- Make it meaty
- Include multimedia where desirable

Structure

- Should resemble that of papers:
 - Tell ‘em what you’re going to say (intro and thesis)
 - Say it (body)
 - Tell ‘em what you said (conclusion)
- Develop your ideas
 - “Strong topic sentences”
 - Use transitions
 - Signpost

Delivery

- Speak loudly and articulately
- Minimize vocal pauses and filler phrases
- Focus on the audience
- Avoid distracting gestures

Remember: Confidence is key

PowerPoint... Not All That?

- “Technical difficulties”
- Takes focus off audience
- Less time for content work
- Too easy to make common mistakes

Why Use PowerPoint?

- Present audio/visual materials
- Keeps you organized
- Retention of information
 - Enables “two-front attack”
 - Accommodates auditory and visual learners
 - Counters attention span problems

PowerPoint is an accent, nothing more!

Common PowerPoint Pitfalls

- 1) Too little information
- 2) Too much information
- 3) Dependence on slides
- 4) Distracting graphics and transitions

Too Little Information

- Too little info is bad
- Tangent?

Insert
Random
Photo
Here?

Too Much Information

- This is a perfect example of putting too much information in a single slide. Instead of giving your full attention to what Wells is saying right now, you're also trying to read this. Why is that bad? Because even though Wells is talking about the same topic, you're trying to split your focus between comprehending the words coming out of his mouth and the words on this slide. Wells and the slide might be saying the same thing, but you're going to be less likely to remember the content of both if they're both being thrown at you at once in such a manner.
- To remedy this problem, as I'm sure Wells is going to talk about in a moment, is to keep the slides structured and brief. It's okay to put one or two complete sentences in a slide, but keep the wordiness to a minimum, and only use it if it's necessary to the informative value of the slide.

Dependence on Slides

- Even though I know the material like the back of my hand, I'm still nervous about talking to a crowd of people, and it's much easier to keep my attention on this harmless little projection and read directly from it than to make eye contact with you all and talk to you directly
- Only you can engage an audience

Distracting Transitions

- Takes audience focus off content
- Looks unprofessional
- Keeps you glued to the mouse

Any Questions?

- Speakeasy is open Sundays and Tuesdays 7-9pm
- Email harrellj for an appointment