Workshop Worksheet 2: Finer Details

Structural

Create signposts. Does the audience know where they are in the storyline at each point?

Can your audience still follow each slide if they missed a previous slide? Are there easy re-entry points?

Have a good ending sentence (besides “I guess I’ll stop there”). What is on the screen after you are finished talking?

Visual

Remove words/symbols/clutter wherever possible. Make the slides aesthetically appealing, with pictures and animations.

Consider illustrating your theorem with a table or diagram or picture.

Chunking on the level of slides: does each slide have one main (clearly stated) goal?

Mathematical

Consider giving examples (and non-examples!) to illustrate definitions and theorems.

Simplify the exposition: is there a clearer/shorter way to explain or illustrate something?

Generate a list of questions that the audience might ask you and have answers for them.

Pacing

Make slides with flexible timing, or earmark slides that can be skipped if short on time.

Smooth the transitions. Is there a clear connection between consecutive slides OR is it clear when the talk is changing ideas?

Even out the pace. Is there a slide that all of a sudden is much more technical/difficult?

Work on your speed. Are you speaking slowly enough, and with enough pause?