

Workshop Worksheet 2: Finer Details

Here are some exercises you can use to help fine tune your talk.

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?

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

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

Consider illustrating your theorem with a table or diagram.

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

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

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

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 pauses?

Having closing remarks to end with.

Generate a list of possible questions and answers.