

# 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?