

Statistics 4590: Project Presentations

“The Three Rules of Public Speaking: Be forthright. Be brief. Be seated.”
S. Dressel and J. Chew, *Authenticity Beats Eloquence*, 1987.

When, Where: Tuesday, April 6, 10:30am–noon. HH-3013.

Time for each Talk: 10 minutes.

Grading: 10% of course grade.

Your presentation will be marked by myself and two of your classmates. We'll each give a grade out of 10 to your presentation, then I'll take the average of the grades.

Who's grading whom:

Erica: will grade Krystina and Shawn.

Krystina: will grade Shawn and Jayde.

Shawn: will grade Jayde and Ashley.

Jayde: will grade Ashley and Erica.

Ashley: will grade Erica and Krystina.

Order of Talks: Erica, Krystina, Shawn, Jayde, Ashley.

Pointers

- I'm not looking for perfect presentations. I simply want you to gain some experience in presenting results clearly to an audience.
- **GO SLOWLY!!!** The temptation is to race through your material. It's better to take things slowly: speak slowly, expand a bit on what's on your slides or on the board. If you don't have time to breathe, you're going too quickly.
- Since you only have 10 minutes, you probably do not have time to discuss all of your results. If that's the case, pick a couple of results in your analysis that you would like to discuss, and deal with those in detail. Plus, it's always better to finish a minute or so early, rather than 5 minutes late.
- **Slides:** I will require that your presentation use Powerpoint or pdf slides. I will bring a laptop for the presentations. Just bring your talk along on a memory stick.
- For a 10 minute talk, you won't need more than about 10–12 slides. That can allow a title page, an slide for an outline, a plot or two (if appropriate), a few overheads on results (**don't** include much, if any, actual computer output), and a slide with your conclusions.
- Do not put more than 12 lines on an overhead. **Use large print.**
- Point form is usually best on overheads.

- **PRACTICE!!!** It is essential that you practice beforehand, so you can pace yourself, and get used to hearing your own voice for 10 minutes. You could do this in front of others in the class, or to entertain your friends on a Saturday night, or in front of a mirror in your basement!

Some other important points are on the back of the page.

In conclusion, you will do fine in your talk as long as you are prepared. It's quite natural to be nervous. But the better prepared you are, the more control you'll have over your nervousness.

The Ten Commandments of Giving a Talk

Taken from *Handbook of Writing for the Mathematical Sciences*, Nicholas J. Higham, c. 1993, SIAM.

1. Design the talk for the audience.
2. Prepare thoroughly and rehearse the talk.
3. Produce clear, legible slides.
4. Arrive early and check the lecture room.
5. Speak slowly and loudly.
6. Be enthusiastic about what you say.
7. Look at the audience as you speak.
8. Don't fidget with the slides or the pointer.
9. Finish on time.
10. Answer questions courteously and concisely, and admit if you don't know the answer.