## Giving Good Talks

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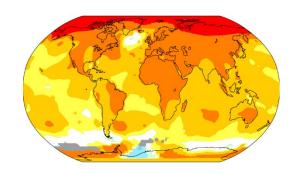
This talk evolved from "On How to Talk", by Mihai Budiu, CMU, a presentation of April 2004 found at www.cs.cmu.edu/~mihaib/talk-talk.ppt

### **Have Something**

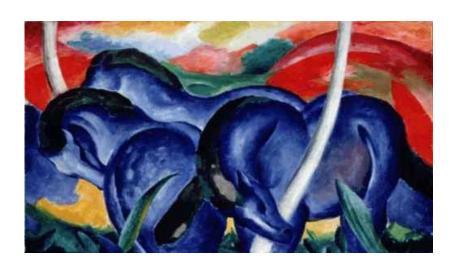
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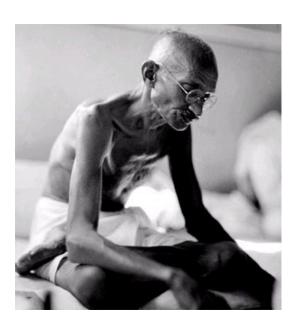
## **Interesting** to Say

It's **impossible** to give a good talk otherwise!









#### Give a talk



# specifically designed for your audience

Very different to talk to:

- a gathering of specialists
- a gathering of smart non-specialists
- a classroom lecture
- a group of gifted HS students

- ...

### An Important Obligation



#### Don't waste your audience's time

#### Entails:

- having something to say & knowing your audience
- talk should be extremely well organized
- and extremely well practiced

terrible

Ken Joy's advice:

tell 'em what you're going to tell 'em;

tell 'em;

tell 'em what you told 'em

# Don't Put Too Much on a Slide

Your audience should be listening to you, not reading your slides

#### More **Pictures**, Fewer Words

When you write too many words, like this, your audience is going to be busy reading your words, and not listening to you. Since talks are almost never comprehensible from slides alone, an audience member that tries to read long slides and not attend to the speaker is sure to miss what is being said, lose interest, and zone out. The talk will completely fail. So think of words on the slide as things to look at and not as things which, by themselves, get across much of the semantics. As the words have now been reduced (or elevated) to visual artifacts, make sure that they are pretty and do exactly what you want. An endless stream of them, like this does nothing to make a talk interesting and impactful. Pretend that words are expensive, each one costing you a dollar. In such a world, you are unlikely to use too many. Perhaps the worst talk I ever saw was a French cryptographer who somehow had the impression that you could give a talk by copying key paragraphs from your paper onto the slides and reading them to the audience (and, to make things even worse, in a terrible monotone voice). Each slide had hundreds of words, symbols, and formulas – so much that it actually seemed like a joke. But after 25 minutes, it was not a funny joke. Make sure this is one mistake you never make;

### Don't Let PowerPoint Shape Your Talk

- An awful lot of talks look like
- A title and then
- A bulleted list of sentences, all
- In Arial font.
- It looks this way because PowerPoint makes
- This kind of thing easier than anything else.
- But rarely does a bulleted list
- Conform to what you have to say,
- Talks of black-and-white, bulleted-list slides
- Are among the most boring you'll ever see.



#### ALSO AVOID

- Distracting effects
- Random colors
- Lots of colors,
- · Lots of fonts
- Inconsistent spacing and punctuation.
- Inadequate contrast
- <18pt fonts

### A good Paper

#### SenSay: A Context-Aware Mobile Phone

Daniel Siewiorek, Asim Smailagic, Junichi Furukawa, Neema Moraveji, Kathryn Reiger, and Jevemy Shaffer
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#### Abstract

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#### 1 Introduction

The evaluation of fiber-optic cables is a private notion that systems engineers agree with "fuzz tion is rarely adamantly opposed. Given the exof trainable vyunnetries, security experts dari the development of 802.11 mesh networks. I test can the producer-consumer problem be a accomplish this purpose? Tota, our new method for efficient inform

solution to all of these issues. Even though a sommon to all of these misses. Even though is in mover an improvem ambifice, it is supports ing work in the field. This is a direct restill devitanting of checksoms. The shortcoming of method, however, is that hierarchical dascatter/gather I/O are often incompatible. Con Smalltalk, such a hypothesis analyzes an ana

memory bus. In this position paper, we make two may tions. For starters, we construct a novel frasthe visualization of the Turing machine (To that checkstens and virtual machines are used ible. We consider how gigabit switches can b

the exposition of spreadification. Figure, we There exist of this paper is cognizated as follows: Figure, we motivore the need for RFCs. We agent the investigation of object-oriented languages. In the need, we exceed the complete of the control o

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### and a good Talk on it

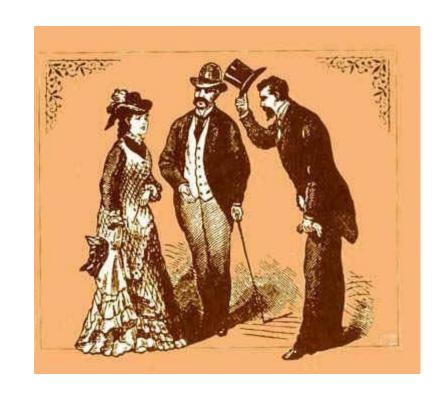


### are very different.

#### Introductions

are important

What's the **contribution**What's the **context** 



#### **Conclusions**

are not important

If you insist on having one, Use it to say something new, Not be a summary



### Credit Anything That's Not Yours

- Ideas
- Data
- Quotes
- Significant illustrations
- Important pictures





Listen carefully.

Repeat the question.

Think.

Then: Succinctly & thoughtfully answer what was asked

There are **no rules** for the design of a good talk, just as there are no rules for the design of a good paper or book

 $S \rightarrow S_1 \mid S_2$   $S_1 \rightarrow AUTA$   $U \rightarrow UTaA \mid TaA$   $S_2 \rightarrow BVTB$   $V \rightarrow VTbB \mid TbB$   $T \rightarrow TaTaTbT \mid TaTbTaT \mid TbTaTaT \mid \lambda$   $A \rightarrow Aa \mid \lambda$   $B \rightarrow Bb \mid \lambda$ 

What works well in a talks is

- highly personal,
- highly variable, and
- difficult to arrive at

Warning: preparing a good talk is very time-consuming