# 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**

# Ball

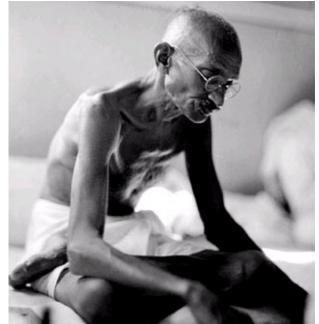
## **Interesting** to Say



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







### Know

### Your





Very different to talk to:

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

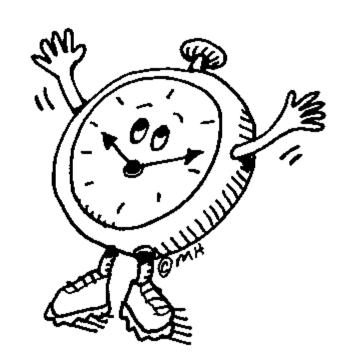
- ...

### An Important Obligation

### Don't waste your audiences time

### Entails:

- having something to say & knowing your audience
- organize, organize, organize
- practice, practice, practice



# 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 busy reading your words, and not listening to you. almost never comprehensible from slides alone, an audio member that tries to read long slides and not attend to the specific sure to miss what is being said, lose interest, and zone out. talk will completely fail. So think of words on the slide as thing to k at and not as things which, by themselves, get across much o mantics. As the words have now been reduced (or elevated) to artifacts. make sure that they are pretty and do exactly what vant. An endless stream of them, like this does nothing t e a talk interesting and impactful. Pretend that words are expe costing you a dollar. In such a world, you are unlikely to lse too many. Perhaps the worst talk I ever saw was a French cry **pompher** who somehow had the impression that you could give a talk vina kev paragraphs from your paper onto the slides and read m to the onotone 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
Human Computer Interaction Institute and Institute for Complex Engineered Systems

Camegie Mellen University
Pimburgh, PA 15213, USA
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### Abstract

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### 1 Introduction

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solution to all of these issues. Even though a sommon to all of these issues. Even though a six mover an improvem ambificin, it is supports ing work in the field. This is a direct result devianding of checksoms. The shortcoming of method, however, is that hierarchical dascatterigather 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 such as the first part of this paper is cognized as follows. Figure, we motivore the need for RFCs. We agent the investigation of object-oriented languages. In the next we exceeded, we consider an algorithm consisting of n won Neumann machine [7]. Further, consider the early design

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### and a good Talk on it

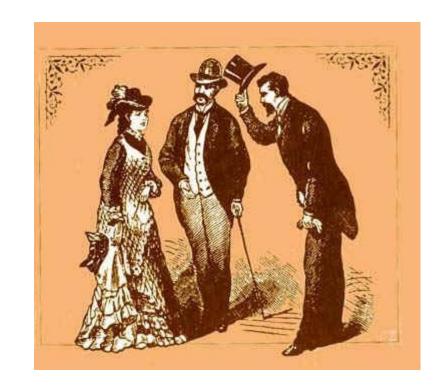


### are very different.

### Introductions

are important

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



### **Conclusions**

are not important

But when you **do** include one, it should say something new —
Not a summary



### Credit Anything That's Not Yours

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



### Handling Questions

Listen carefully.

Repeat the question.

Think.

Succinctly answer what was asked



### **Absolute Rules**

are impossible in this domain

What works well in a talks is highly variable and difficult to find

Warning: preparing a good talk is very time-consuming