



Student Branch
University of Alberta

The Engineering Physics Club,
IEEE Student Branch, and
Undergraduate Physics Society

Second Annual
Undergraduate Research Symposium

Preparing Talk/Powerpoint

Format: powerpoint-style oral presentation

Length: 9 minutes for presentation, 3 minutes for questions, 3 minutes for time between presenters. Time limits will be strictly enforced.

*Note that this means less than 9 slides for your main talk. A rate of 1 slide/minute is too fast.

• Decide on take-home message.

What do you want listeners to carry away? Design talk to that aim.

Preparing

- Do a sentence outline (one main point per slide).
- Then revise it. (revise = tighten/cut & rewrite/reorder)
- Decide the point of each slide.
- The order leads inexorably to the planned take-home message.
- Put the main point as the headline on each slide -- written to fit on single line.
- Pick figures and illustrations that deliver take-home message.

Practice for:

Length. Shorter is better.

Connectivity. Cleanly segue from one slide to the next.

Clarity. Formulate your ideas accurately and concisely.

It is a good idea to write out the talk and practice it a couple of times to be sure that you are able to fit all of your main points into the allotted time. The written-out talk should not be more than 4 double-spaced pages or it will be too long!

REMEMBER: You must make your presentation understandable for a general undergraduate audience. Keep in mind that most of the audience will probably not have experience in the topic you are presenting on.

For information on this page, thanks to: Brief Guide to Writing and Speaking
<http://www.physics.ohio-state.edu/~wilkins/writing/Handouts/brief_writ_speak.html>
and Dr. Freeman's prep for the Physics 297 presentations