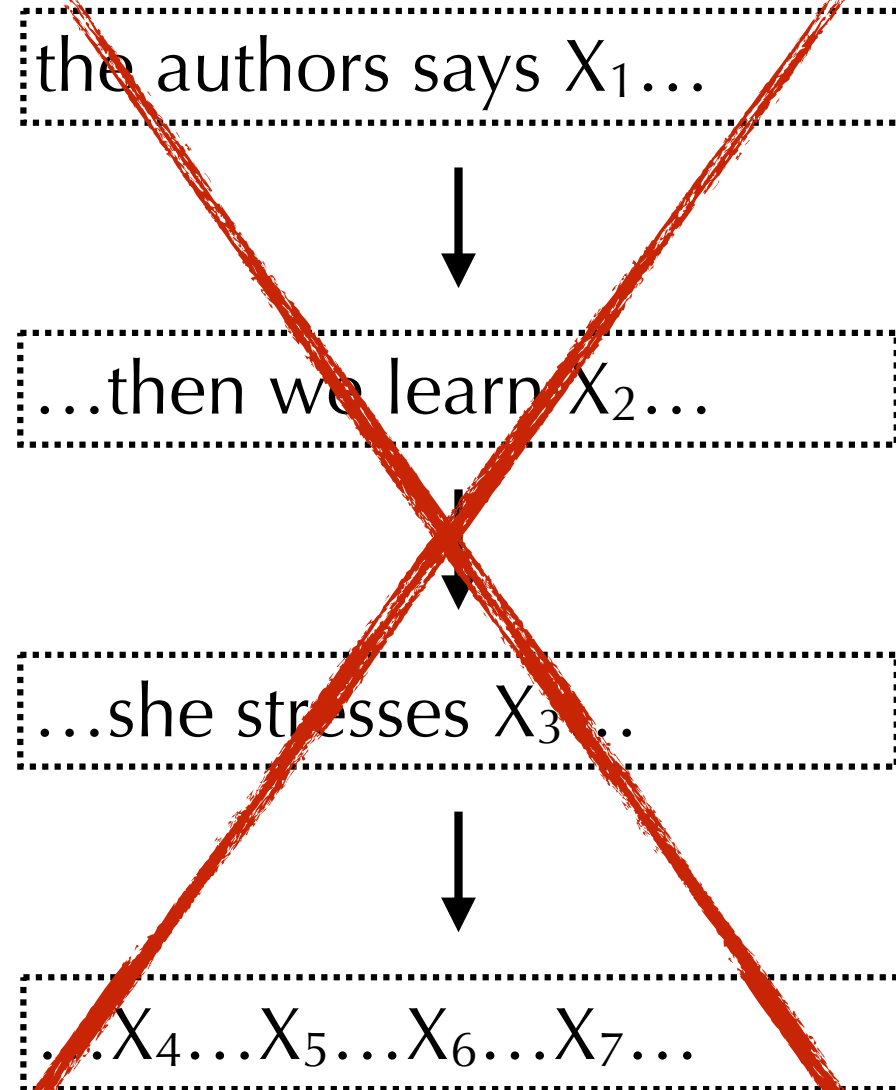


# Seminar Talks: Structure, Slides, Tips

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September 21, 2016

Structure

## Chronological



## Conceptual

this is about question P

↳ in order to answer P  
we need to consider  
several arguments and  
counterarguments

Q

R

S

↳ Therefore T

thus the answer to P is T

Slides

# Slides

Slides are not your lecture notes.

If you want, write a handout as a summary and a “complément écrit”.

Less is more: slides don't have to speak for themselves.

Build your slides to guide attention.

a point   another point

Be visual.

No supplemental information on slides.

Rule of thumb: minimum font size =  $\frac{\text{age of oldest audience member}}{2}$

Tips

# Tips

No apologies, no explanations.

Don't exceed the time limit (again: less is more).

Kill your own children: cut material ruthlessly.

Keep eye contact with your audience.

Practice your talk.

Mind your transitions.

If you hear yourself saying “as we will see later” a lot, you have a structure problem.