Preparing an Effective Talk
Length:

• Up to 15 minutes total time, which including:
  • Talk
  • Discussion/questions
Oral Presentation

• Do not speak too fast.
• Articulate clearly in a conversational tone.
• Remember to look up from outline or text.
• Maintain eye contact.
Some typical sections can include:

A. State issue, problem or hypothesis.
B. Explain why this is interesting or important.
C. Main body of talk
   - Background
   - Your approach to the issue
   - Main points of research plan or methods
   - What you found out/the data
   - Interpretation of your results. This can include:
     - limitations of the study or remaining uncertainties,
     - implications of the results for theory or practice
     - ideas for further research.
D. Brief summing up.

Suggestion: begin composing your talk by outlining your presentation.
Awareness of Audience:

- They are not specialists in the exact field of study.
- They may need some background on the issue.
- Do not feel you have to include all possible details.
- You can leave some details for the question period.
Visual Aids

• Optional, but highly recommended
• PowerPoint slides (on CD or memory stick).
• A computer-controlled projector will be available.
• See the tab on preparing effective slides.
Scholarship:

- Remember to cite previous scholars/researchers.
- You can do this verbally or on slide.
- Sample citation: Jones and Baker (2003).

Note: If your faculty sponsor wants you to give full references (authors, year, journal, volume page numbers etc.) this can be done on a separate references slide or on a paper handout.
Timed Rehearsal:

• Practice your speech a number of times while timing it.

• If necessary, cut out slides or material, so you do not have to rush your speech.

• Actual speech often takes more time than rehearsal; aim for 13-14 min.

• If you have slides, be sure to include the slides (on a computer screen or on a paper printout) while practicing your talk.

• It is good to get feedback from a practice audience (a friend or family member).
For impact on a non-specialist audience:

- Emphasize why the issue or question is interesting or important (Why should I care?)
- Emphasize the upshot or possible implications of your study. (So what might all this mean?)