

## **Tips for Effective, Professional Scientific Talks**

Preparing Future Physicists, 3/2/11

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- 1) Know why you're giving the talk
  - a. Is it to share information? (see #5)
  - b. Is it to get feedback? (know what you want feedback on and ask)
- 2) Know your audience; gauge the level appropriately
- 3) Your presentation tools (presentation software, poster, etc) are for the *audience*, not for *you*... keep separate notes if needed
  - a. Keep slides compelling for viewer
  - b. Keep language sparse
  - c. Keep it neat
  - d. No font smaller than 20pt
  - e. Read block quotes
  - f. Talk through graphs
  - g. Show (only) the stuff you're talking about
  - h. Use color, graphics, animations to emphasize points, not distract
  - i. Stay away from glitzy, showy animations—keep it basic!
- 4) Respect / Engage your audience:
  - a. Practice your talk
  - b. Talk to the audience
  - c. Finish your talk in time
  - d. Dress appropriately
  - e. Thank the audience
  - f. Leave time for questions in allotted time
  - g. Repeat questions from audience (esp. if in large room)
- 5) (For short talks) – keep it simple.
  - a. e.g. 3 major ideas, backed up with supporting materials
  - b. Know what these are and be able to say them independent of the presentation
- 6) Prepare for the unexpected
  - a. Have a backup of your talk on a memory stick
  - b. Check your presentation software *in situ* in advance
  - c. Be able to talk without your presentation software/poster

*Some additional resources:*

[http://www.cgd.ucar.edu/cms/agu/scientific\\_talk.html](http://www.cgd.ucar.edu/cms/agu/scientific_talk.html)

<http://www.cs.dartmouth.edu/farid/tutorials/goodtalk.html>

[https://www.cfa.harvard.edu/~scranmer/cranmer\\_htgat.html](https://www.cfa.harvard.edu/~scranmer/cranmer_htgat.html)