

Presentations

My goal is to get you to create a structure to your presentation, and to make you aware of what you are doing at each moment during your presentation.

Before your present, I want you to

- (1) fill out the table on the following page, and
- (2) include on each overhead/slide the following additions

-A **Title** stating the main purpose of this overhead (*red*, top and center)

-A set of **bullets**, listing the points you want to make (*blue* and in sequential order)

-**Point-to numbers**, indicating sequence number of spots you will point to (*green* and circled)

-The two-component **presentation element** from the following table (*black* and boxed, located in upper right corner), where the first component is the functional *role*, and the second component is the *nature* of the material. Pick one italicized entry from each column in the following list (add to this list as you need):

| first component (the <i>role</i> of the overhead) | second component (<i>nature</i> of material on overhead) |
|--|--|
| <i>General Overview</i> (on whole-talk) | <i>motivation</i> (e.g., "this is strange") |
| <i>Local Overview</i> (on sub-section) | <i>example</i> (i.e., a specific illustration) |
| <i>Primary section</i> (the main subject) | <i>subject matter</i> (explaining something) |
| <i>Sub-section</i> (an identifiable component) | |
| <i>Tangent</i> (i.e., a side comment) | |
| <i>Bridge</i> (transition that links) | |
| <i>Local Summary</i> (summarize sub-section) | |
| <i>General Summary</i> (summarize talk) | |

You are to give your presentation twice.

First, present your subject in about 30 seconds, with no visual aids except gestures.

This will require you to get right to the point.

Then give your presentation again, planning on it to take about 10-15 minutes.

Some helpful hints on practicing:

- (1) Try giving your 10-15 minute talk just like for real, only without saying a word.

This gets you to become aware of your "presence" (posture, movements, gestures, etc.).

You would be amazed how effective a nod, upturned palm, or appropriate eye contact is.

But this is not something you want to think about too much during your real talk, so get the patterns down before your talk.

- (2) Try flipping through all your slides in 1-2 minutes; for each slide, saying to yourself:

the point is _____.

Do *not* put a "talk-like" sense to your words. For instance:

YES -- "these normal faults indicate the extension direction"

NO -- "The northerly trend of Basin and Range faults, shown here, suggest an east-west direction of extension."

- (3) Try to have fun! The act of communicating to *humans* is dynamic and challenging. Your enthusiasm is your greatest resource.

| Presentation Element | The Point | Comment* | — |
|----------------------|-----------|----------|---|
| 1) | | | |
| 2) | | | |
| 3) | | | |
| 4) | | | |
| 5) | | | |
| 6) | | | |
| 7) | | | |
| 8) | | | |
| 9) | | | |
| 10) | | | |
| 11) | | | |
| 12) | | | |
| 13) | | | |
| 14) | | | |
| ... | | | |

*Comment. Additional point to remember, such as

audio or visual aid

specific gesture

a joke, pun, short story, or other "relaxer"

The above discussion deals with *style*.

A few words about the *substance* of your talk.

The following provides some ideas that may relate to your subject... just to get you thinking. The main point here is to start thinking about organizing a larger picture.

You may want to:

- Catalog the events

- Put these into context

- Understand the systematics; find the bigger picture; gain insight

- Address the physical conditions

- Address the process

For an event:

- identify the ambiguity that exists in our (the community) understanding

- find the character of this event (compared to other events)

Propose some hypotheses

- organize hypotheses and develop significant hypotheses

- identify an experiment or observation (e.g., appropriate field work) you would propose to confirm or deny your hypothesis or hypotheses