

# Giving Technical Talks

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*It is not what you say  
but what the audience  
remembers that matters*

# Overview

- Why are you Giving a Talk
- How to Organize a Talk
- Some More Detailed Advice
  - Ten Commandments
  - Seven Deadly Sins
- Conclusions

# Acknowledgements:

- Based on a talk by Scott Drysdale, Dartmouth College

who in turn acknowledges

- Paper by Ian Parberry:

<http://www.eng.unt.edu/~ian/guides/speaker.html>

- and a talk by Bill McKeeman

# Your Reason for Giving a Talk

- My grade depends on it
- I want to impress the audience with my brilliance
- I want to get a job
- I want the audience to understand my research
- *I want to detail everything I know on the subject while someone is still listening*

Ability to give a good talk does help your career

# A technical talk is great for conveying:

- Context
  - What has been done before?
  - Why is the research important?
  - What problems are still open?
- An overview and framework
  - What does this research contribute?
  - What methods were used to solve problems?
- Enthusiasm and excitement

# A technical talk is a poor way to convey:

- Nitty-gritty details
- Lots of factual information
- Theorems & proofs

Leave those to technical papers...

# The Parts of a Technical Talk

- Introduction
- Body
- Technicalities
- Conclusion
- Questions

# Introduction

- Define the problem
- Motivate the problem and hook audience
- Discuss state of the art...

## **Then**

- Explain the key contributions
- Provide a roadmap for the rest of the talk

# Body

- Describe the main hypothesis, experiments, analysis
- List major results
- Explain the significance of the results

# Technicalities

- Present a key lemma or technical idea...
- Descend into detail briefly, slowly and carefully
- perhaps convince people that what you have done is not trivial ...

# Conclusions

- Summarize the key points – regain lost audience
- Make observations that would have been confusing in the beginning
- Give weaknesses, open problems
- Indicate that the talk is over

# Questions

- Genuine request for information → answer the best you can
- Questioner wants to look smart and knowledgeable --> be polite and complimentary
- Malicious questions
  - be polite and measured in response
  - Move questions “offline” if needed
  - Say “I don’t know” (with assurance) if needed

# Addressing your Audience?

- General public

**Introduction**      **Body**      Technicalities

- CS folks, e.g, a colloquium

**Introduction**      **Body**      Technicalities

- CS folks in your area, e.g., seminar class

**Introduction**      **Body**      **Technicalities**

- Experts, e.g, focused workshop

**Introduction**      **Body**      **Technicalities**

# The Ten Commandments

- Repeat key concepts
- Remind, don't assume
- Give examples
- Use logical order
- Size talk to the time
- Maintain eye contact
- Maintain ear contact
- Clear visuals
- Employ pictures
- Do not get anxious

# Use Logical Order

- You are telling a story. What order will make the best sense to an audience? (who is not that familiar with the subject)
- Avoid forward references
- Motivate each step, tie it back to the story

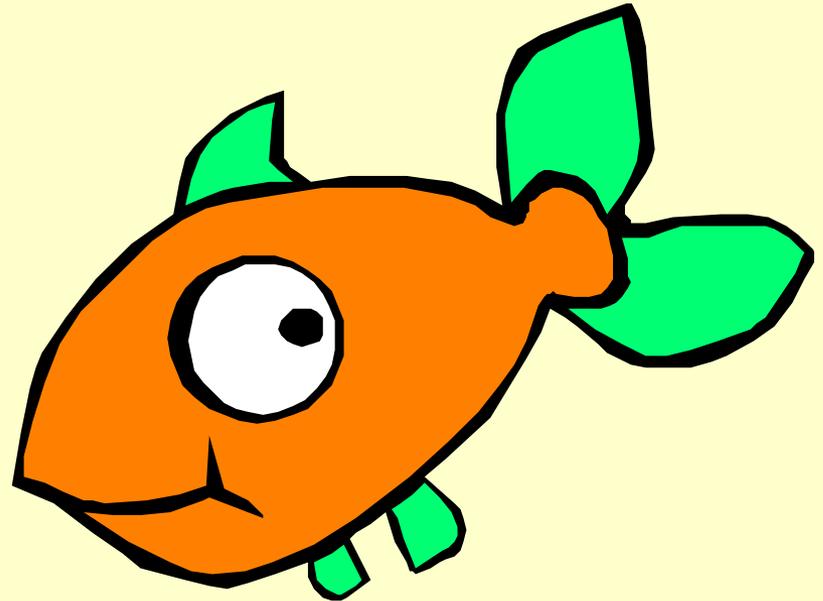
The order in which you did the research is irrelevant

# Size Talk to Time

- Leave time for audience interaction
- Plan to end at least 5 minutes early
- Plan what to leave out if you get behind
- You can't include everything. Keep the most important stuff – the rest can be read from the paper

# Maintain Eye Contact

- It is a way to communicate
- It is how you tell if the audience is following, lost, bored, etc.
- Talk (not read) to your audience – (not to your feet or the screen)



# Maintain Ear Contact

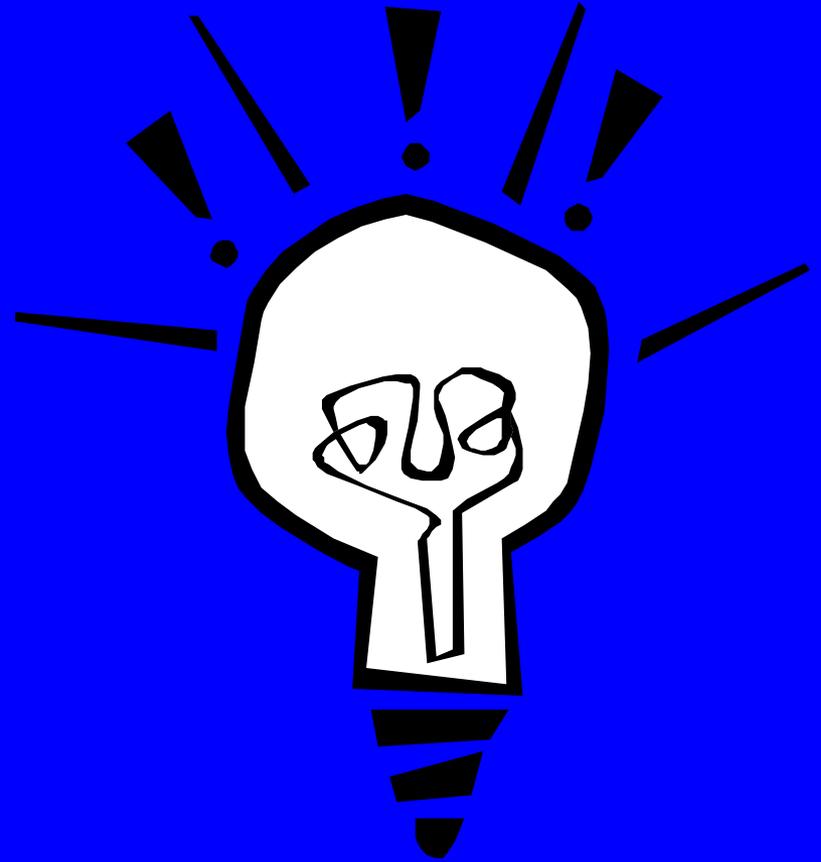
- Speak slowly
- Speak clearly
- Project your voice
- Pause after delivering a packet of information or asking a question

# Clear Visuals

- Make sure that the text is **large enough to read**  
Yes, that includes graphs and charts
- The purpose of the slide is to give the audience a structure, as something to jog their memory as to the point you are trying to make, or as a concrete expression of a formula, etc. It should not be a verbatim transcript of what you are saying. If you are saying exactly what is on the slide then you are doing something wrong.

# Clear Visuals

- Too many *special effects*, *fonts*, **colors**, etc. make slides hard to read and understand and distract from your talk.



# Pictures Pictures

- One picture (graph, diagram) can save 5 minutes of explanation
- Good picture are worth the (considerable) time to make them
- .... but don't litter your overheads with pictures from the web

# Do Not Get Anxious!

- Prepare, Practice, Get Experience
- Quietly organize your thoughts before talk
- Try out the projection equipment/room configuration beforehand
- Pause and take a deep breath if panic strikes

# Seven Deadly Sins

- Trying to include too much
- Going over your time
- Speaking unintelligibly
- Being boring
- Losing your audience
- Including material you don't understand
- Answering without understanding

# Trying to include too much Going Over Your Time

- Symptom - Time almost up and you are half way through your talk
- Symptom – Tearing through slides faster than the audience can read them

Disaster - you left the most important stuff to the end, and are out of time

# Speaking unintelligibly

- Don't mumble
- Don't talk in a monotone
- Don't use jargon or undefined terms
- Don't swallow your words or endin...
- Avoid mannerisms that distract your audience from what you are saying
- Speak slowly if it helps

# Being boring

- Presentation is a public performance
- You have to be energetic, animated, enthusiastic. (You can overdo this.)
- If you don't seem to be interested, why should your audience be interested?

# Losing your audience

- Over their heads (slow down, back up)
- Beneath their interest (get to the good stuff)
- Too big a step (go back and fill in details)
- Not enough relevant examples
- *Loss detector: eye contact*

# Including material you don't understand

- No excuse for it
- It is your talk even if you reference other material

# Answering Without Understanding

Knee jerk response to questions is normal under stress. Resist it!

- Audience does not have your perspective
- Don't assume they asked the question you expected. Ask for clarification
- Don't dodge the question. Say "I don't know" if need be

# Conclusions

- *Everybody can learn to give good talks*
- Plan and organize your talk
- Think from the audience's point of view
- Keep the focus on key points and ideas
- Practice! Get feedback. Get better.