

## **I. Introduction**

- a) Name
- b) Topics to be covered: speech structure, tips for delivery, guide for PowerPoint presentations, and advice for presentations in the sciences

## **II. Speech Structure**

- a) *Introduction*- gain attention, establish credibility, state thesis clearly, preview speech body, sign post main points (10% of total time)
- b) *Body*- straightforward structure, state each main point clearly, use transitions in between main points (80% of total time)
- c) *Conclusion*- summarize speech, reemphasize main idea in a memorable way, do not use new information (10% of total time)

## **III. Delivery**

- a) *Practice!* Simulate the experience as closely as possible → do so with visual aids, clothes, notecards, etc.
- b) *Time yourself.* Make sure each of your main points are balanced (time them individually). When you practice, it is okay to go a bit over or right up to the time limit, because when you present you'll most likely speak faster.
- c) *General Tips:* posture, eye contact, body movement.

## **IV. PowerPoint**

- a) *Slides* should be visually appealing but not ostentatious; slides should not be simple backdrop for your speech or overwhelm the audience
- b) *Slides* should not contain too many visual distractions.
- c) *Do not* include too many slides; communications scholars suggest the ideal number is arrived at via the formula  $[(\text{length of speech}/2) + 1]$
- d) *Gesture* to important points on the slides, graphics, etc.

## **V. Presentations in the Sciences**

- a) *Know your audience* → know what words to use, terminology to explain, etc.
- b) *Use deductive logic* and explain your thesis with supporting arguments
- c) *Do not read*- maintain eye contact to the extent possible; to ensure this, prepare speaking notes as an outline and PRACTICE

## **VI. Conclusion**

- a) Come to SC if you have any questions, concerns, or want to practice and get feedback; we can do as much or as little as you want