

**Gender Equity Project Sponsorship Program  
October 1, 2003 Workshop  
Effective Presentations**

**Nuggets Culled from Group Discussions**  
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I. Comments about Presentation Openings

- Start your talk with an interesting fact or story. Don't wait to present this, do it right at the beginning. Make sure to clearly state how the fact or story relates to your talk. If you don't have a fact or story, that's okay, but try to bring out what you find most interesting about the topic.
- Make sure to tell your audience what question or hypothesis you will address and indicate why it is or should be important to the audience.
- Provide a "roadmap" of your talk. Outline what you will cover, including where you intend to end up. Most people agreed that they preferred to hear about results in the opening, especially in situations where audience members might have to leave before the end of the presentation.

II. General Presentation Comments

- Writing out a talk vs. a bulleted outline. When using an outline, speakers may provide too many examples or spend too much time elaborating their bulleted points. If you thoroughly practice your talk from an outline and are confident that you will be disciplined when you present it, an outline will work well. If not, you are better off writing out your talk. Even if you write out the entire talk, be sure to practice it so that you won't exceed your time limit.
  - Rule of thumb: When typing out a talk, 7.5 pages of double-spaced, 14 point font will give you a 15 minute, well-paced talk, 10 pages give you a 20 minute talk. Speakers should adjust--leave more time-- for graphics.
- Presentation style counts. Make eye contact with your audience. Don't speak too quickly or too softly. Vary the tone of your voice - monotone presentations cause listeners to tune out. Let your own interest in the material come through. Don't fiddle.

III. Receiving Feedback

- Keep in mind that everyone has different reactions, and reactions to the same talk are often conflicting. As a speaker, you can pick and choose what suggestions to implement. If you hear the same reaction more than once, that is a reaction that you will want to attend to.
- Polishing a talk is very time consuming. The talk may just need tweaking, but tweaking takes time.