Factors to be Considered in Public Speaking

1. Be prepared, practice your presentation by yourself and with others (write out if necessary, but try not to read)

2. Communicate effectively
   a. Speak clearly and not too fast
   b. Speak directly to the audience, even if reading your talk
   c. Use voice inflection to emphasize points and to break monotony
   d. Use visual aids (blackboard, slides, overheads, etc.) "A picture is worth a thousand words"
      1. Picture of apparatus
      2. Flow charts
      3. Graphs – keep simple, explain axes, and explain data
      4. No tables if possible
      5. You may use power point presentations, but do not over use
   Remember visual aids are to be used in support of your oral presentation

3. Have a logical order to your presentation – Tell what you will discuss, discuss it, and tell what you have discussed. Make sure the audience knows when you are entering each stage.
   a. Introduction
      i. What you are discussing, objective
      ii. Why it is important
      iii. How you will tell it
   b. Body
      i. Tell in a logical order (e.g. Method of Measurement, Results, Discussion)
      ii. Tailor material you are presenting to your purpose;
         e.g. different options for a short presentation:
            a. Emphasize measurement technique
            b. Emphasize results of measurements
            c. Emphasize implication of results
      iii. Whatever is presented, be sure to put it in perspective of over-all paper.
   c. Conclusions
      i. Tell what you have discussed
ii. Evaluation of work
iii. Remind audience why it was important
iv. Don't introduce new material

4. Effects
   a. Get the audience's attention and keep it! (e.g. joke related to environment, visual aids, etc.)
   b. Avoid distractions
      i. Mannerisms (walkers, sword-fighters)
      ii. Speech (too softly, too loudly, "and-uhs")

5. What do you do in disasters?
   a. Stay calm
   b. Improvise
   c. Keep attention focused on you and your presentation

Factors to be Considered in Preparation
1. Understand the material about which you are speaking (review the literature).

2. There are different types of presentation. For example:
   - Class lecture -- objective is to teach sets of connected ideas
   - Seminar -- objective typically is to review one's own work or to teach, but usually as a single entity
   - Paper review -- objective is to review and critique work of others
   - Research paper -- objective is to inform scientific field of your work
   - Review or Refresher Course -- objective is to review some topic

   Your presentation will either be a paper review or a research presentation or a combination of both.

3. Focus on the material required to accomplish your purpose.

4. Make your presentation accurate, to the point, and flowing.

5. Know the background of your audience and prepare accordingly.
   Polish your presentation by writing, rewriting, and practicing repeatedly.