



Student Seminar

Guideline for Preparing the Talk

General

- Duration: approx. 45 minutes (a good scheduling is one of the learning targets)
- Concentrate on the key items, omit details.
- Free speech (do not simply read your slides)
- Your talk should be clear and demonstrative: examples and figures are better than formulas, flow diagrams are better than code. Your talk should reach the audience.
- The talk and the written report require different approaches.

Slides

- It does not matter if your slides are printed or hand-written or if you are using a computer/beamer and animations as long as the slides are easy to read.
- Don't put too much information on one slide.
- Expect 2 to 3 minutes of speech per slide, don't present too many slides!
- Letters should be at least 0.5 cm high (approx. 20 pt font for normal text).
- Use landscape if possible. Don't use the whole length of a slide in portrait.
- Keywords are better than whole sentences. Figures are better than text.
- If you cannot avoid complex figures or tables, distribute copies to the audience.

Structure

- The first slide must contain the title, presenter. The second slide should contain the outline of the talk.
- Refer to the outline during the presentation. This will help the audience to follow your ideas.
- Repeat your key ideas on the last "summary" slide (don't worry about repetitions).

Oral presentation

- Use short sentences. Don't mind grammar too much.
- Avoid to be too technical.
- Keep in contact with your audience!
- Think about what you may omit in case of problems with your schedule.
- Practice your talk in order to become comfortable and to be able to estimate the duration of your talk.