

## STUDENT SEMINAR PRESENTATION SHEET

This form outlines the steps you must complete before and after giving your talk. This is designed to help you prepare a quality talk that will engage your audience. Please read this form in its entirety, complete the steps as indicated and answer all of the questions. Once the entire sheet has been filled out, please return it to the seminar organizer.

### The basics of your talk

Name: \_\_\_\_\_

Talk title (and topic): \_\_\_\_\_

Date of talk: \_\_\_\_\_

Talk advisor: \_\_\_\_\_

Once you have decided on a topic, advisor and date, it is time to begin preparing the talk. Your talk advisor can help you to find sources from which you can learn about your topic. Below are some quick tips on preparing and delivering a good talk.

### Tips for preparing your talk

- *Choose a good topic.* You will spend a lot of time preparing and delivering your talk, so pick a topic which will sustain your interest and will allow you to exhibit enthusiasm during your presentation.
- *Keep your audience in mind.* Your objective in giving a talk is to communicate an interesting idea to the audience. Carefully consider what the audience knows and what you will be able to communicate to them. Strive to be clear so that the audience can follow you.
- *Tell a story.* Be sure to include solid motivation for your problem and plenty of illustrative examples. Make sure that your talk has a solid ending, and aim to get everyone there.
- *Keep timing in mind.* Your talk should last 35-40 minutes. Choose a topic that you can motivate and explain comfortably in this window of time. Practicing your talk will help you get the timing right. If you have more material than can fit in this time period, it is ok to sacrifice detail in favor of motivation. If your talk is too short, you can add more examples.

### Tips for delivering your talk

- *Good boardwork is critical.* Delivering a good math talk is not just about saying the right things; it is about writing the right things too. Use the board to record important ideas or calculations, as well as “signposts” that show thematic transitions. Avoid overhead transparencies, Powerpoint, or Beamer unless you want the audience to see something that is too hard to write or draw by hand.
- *Engage your audience.* Make regular eye contact, and always speak directly to the audience at a reasonable pace. Make sure you’re speaking loudly and clearly enough for everyone to hear you. Encourage attendees to interrupt you with questions. Convey your enthusiasm for the topic.
- *Practice your talk.* You are **required to practice your talk with a public speaking tutor** attached to the seminar approximately two days before your presentation, so that you can revise and/or practice your talk some more as needed. You should make an appointment for your practice talk at least a week before your desired practice date. Moreover, you should show a draft of your talk to your talk advisor before your practice talk. Be sure to incorporate all the constructive feedback that you receive.

*Please turn over for the questions to answer before and after your talk.*

**Answer the following before the talk.**

I met with my talk advisor to discuss preparations for my talk on \_\_\_\_\_ (date)

I showed a draft of my talk to my talk advisor on \_\_\_\_\_ (date)

I gave a practice talk to a public speaking tutor (and revised my talk as needed) on \_\_\_\_\_ (date)

Public Speaking Tutor's Name & **Signature**: \_\_\_\_\_  
(to be signed after the student's practice talk)

Who is the audience for this talk? What math coursework are you expecting them to know?

What one idea do you want your audience to take home from your talk?

**Answer the following after your talk.**

After your talk, you will meet with your talk advisor one more time to discuss how the talk went. Before doing so, reflect on your presentation by answering the following questions.

What aspects of your talk went well?

What aspects of your talk would you change if you give this talk again? Why?

After delivering my talk, I met with my advisor on \_\_\_\_\_ (date)

Talk advisor's **Signature**: \_\_\_\_\_  
(to be signed after the student's talk and debriefing meeting)