IMPRS-HD seminar - talk feedback sheet

Some hints on **how to give talks and what bugs to avoid** are summarized on the reverse.

Please comment on the presentation of the today's seminar talk

This is not an exam, but a fair help for the speaker → enter specific suggestions/text, not only marks or yes/no

Speaker's name:		
Evaluation of:	**Marks:** 1 (good) - 5 (bad)	**Comments / suggestions:**
Language *articulation, clarity, English, word pool ?*		
Voice, speech *loudness, speed, use of breaks, modulation?*		
Body language *eye contact, posture, gesture?*		
Speaker's manner *secure & confident, commitment?*		
Talk content: *introduction sufficient for audience?* *scientific content clearly described?* *balance personal / literature work?* *summary precise & conclusive?*		
Talk slides *figure visibility, font size?* *colours, (ab)use of ppt features?*		
Time management: *20 +5 min?*		
Handling of **questions?**		
Did you learn something new?		
Further remarks		

"Elements of an IMPRS seminar talk" / "Do's & Don'ts of a talk"
(H.-W. Rix 2007)

1) **Spend 20 min** conveying the most new / important / promising insights to be gained from the paper / from your PhD project

2) **Briefly set the stage:** What's the question, puzzle, observation etc to be understood

3) What are the **"punchline(s)"** / key insight(s)?
    Is that based on new calculation / data / ideas / technology?

4) What are the **broader implications** of the immediate results?
    .... based on the authors written view, filtered by your judgement

5) A few **rules:**
    - Think about your **audience** first: What do they already know?
    - The **first & last** slides are most important:
        Spell out your first 5 and last 5 sentences verbatim.
    - **Practice** each talk 3 times all the way before you give it first
    - Give a **clear exposition** of the scientific issue:
        What's the question at hand?
        Why is it interesting?
        State the obvious, but only briefly.
    - Research talks:
        Clearly separate your **own work** from the review of **others**.
        Focus on your own work, but give proper credit.
    - One transparency / **3 minutes**.
    - Use **figures** extensively, but annotate them:
        Legible axes!
        If there are several lines, label them.
    - **Explain everything** on the slide - or don't put it on the slide.
    - **Streamline:** if a slide has no bearing on your conclusion, omit it.
    - Talk to the **audience!**
    - Keep it **simple** but not simplistic