

How to Give an Effective 10–Minute Research Talk

What is the main point your talk?

Main point =

- > What is your research question?
- > Why is it important?
- > What is the purpose of your research?

Using **ONE SENTENCE**, explain to your neighbor what is the main point of your talk.



Overview of the event

- > Audience and presenter role
 - Student to expert
 - Importance of communicating to those outside your field
- > Additional details
 - Rooms, schedule, audience, technology
 - Remain for entire session
 - Practice sessions on May 14, & 15



Topics

- > Outline and organization of talk
 - Time management
- > Using visuals to effectively communicate
- > How to present data
 - Tables
 - Graphs
 - Quotes
- > Conclusion/Summary



What do you want to accomplish with your talk?

- > What is your main point?
- > What do you want your audience to remember?
- > You're not going to be able share everything
- > Provide a "snapshot" of your research



All Slides Must Matter!

Ask Yourself: How does each slide support your main point sentence?

If it doesn't relate, toss it!

- TIP: Tuck castoffs at end of presentation in case needed for Q&A



Outline & Organization (~1 slide/minute)

[Begin w/Title Slide]

- > **Minute 1:** Attention grabber
 - Why is your research important?
 - Why should I listen?
- > **Minutes 2-3:** Introduction and Background
 - What question are you trying to answer?
 - What information do I need to put your research into context?
- > **Minute 4:** Research Design/Methods
 - What did you actually do?
 - How did you design your study and collect your data?
 - How did you analyze your data?
- > **Minutes 5-8:** Data/Results (to date)
 - What are your key findings so far?
- > **Minutes 9-10:** Conclusion, Summary, Future Directions

[End w/Acknowledgements Slide]



Attention Grabber

Attention Grabber =

- > Something (a visual, quote, data point, etc.) that directly relates to the main point of your talk
- > Focus is on the “big picture” of your research
- > Accessible and relatable for the audience and helps bring their attention to your work

What are some examples of attention grabbers?



Effectively Designed Slides

Keep it simple

Phrases, not whole sentences

Use few words

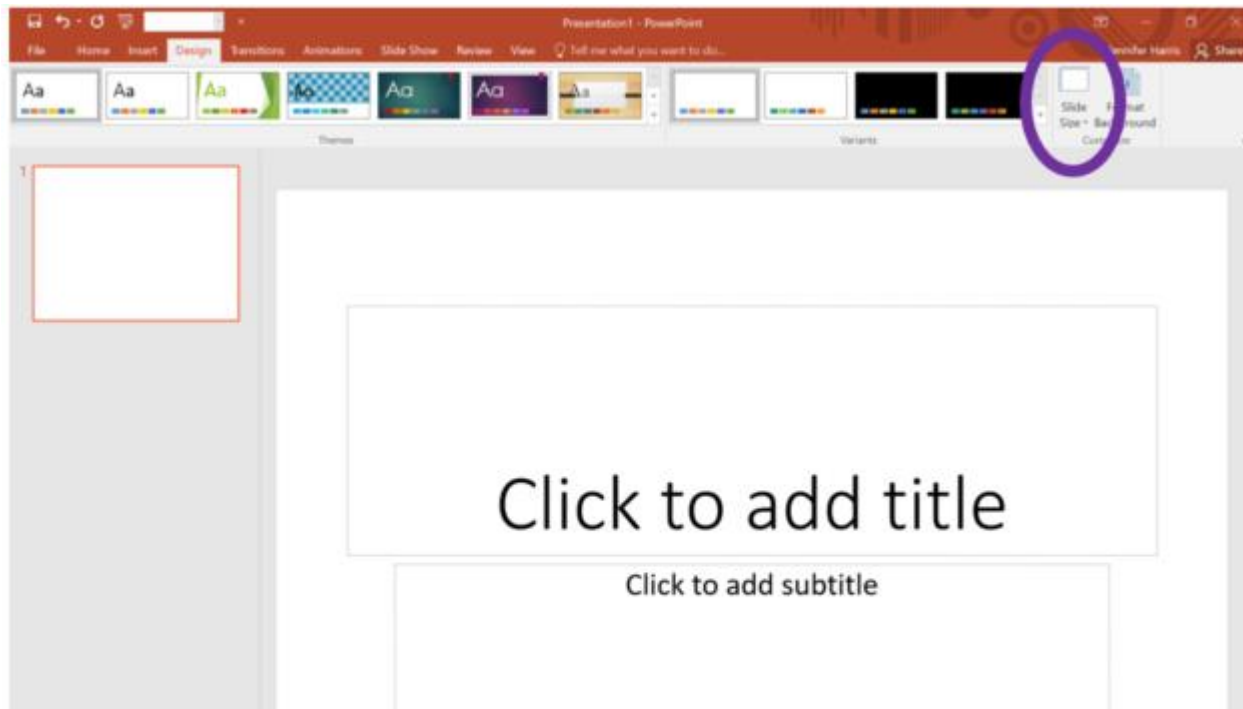
Leave open space

Large font



Formatting your slides

- > PowerPoint is recommended
- > Click “Design” tab after you open a presentation and select “Standard” size



W

How to use your slides

- > Purpose: as a guide--not a script
- > Descriptive
- > Illustrative
- > Should provide a “jumping off point” for your remarks
- > **Do NOT** read your slides!
- > Audience should stay focused on you



Visuals

Visuals should be illustrative

Not too busy

What are you trying to convey?

Examples of Visuals...



Tables

Great way to present large amounts of data

Keep it simple!

No more than a few columns

Graphs can be a better, more visual alternative



Graphs

Axis labels should be clear and concise

Figure legends should be clear

Graph shouldn't be too busy

Don't try and fit too much data on one slide



Special Considerations

Intellectual Property - property rights in ideas that are protected through federal and state laws governing patents, copyrights, and trade secrets. Know-how is sometimes also included in intellectual property licenses, and covers ideas and information that is not protected by patent, copyright or trade secret.

NOTE: While we do not require formal mentor approval of your presentation, you should always have your mentor review and approve your presentation content!



Summary

- > Open with an attention grabber
- > Tell your audience where you're headed
- > Remember to pace your talk
- > Be sure all slides support your main point
- > Keep it simple
 - (Font, language, animation, etc...)
- > Tables, graphs, and text should be easy to read
- > Conclusion should reiterate the big picture
- > Have your mentor/s review content



Some **Do**s and **Don't**s

DO: Practice, Practice, Practice

DO: Arrive extra early to your session

DO: Take a deep breath before you start

DO: Use a laser pointer/slide advancer

DO: Start with a title slide

DO: End with an acknowledgement slide

DON'T: Read slides (**DO:** use bullets as a guide)

DON'T: Use jargon (**DO:** define key terms)

DO: HAVE FUN!!!!



Additional Resources

- > uw.edu/undergradresearch/symposium/participant-info/ & MySymposium page: expo.uw.edu/expo/apply/494
- > **Sign up for an oral presentation practice session** on your MySymposium page at: expo.uw.edu/expo/apply/494
Mon, May 14 & Tues, May 15, 2:30-6pm
- > **UW Design Help Desk @ the Research Commons**, Allen Library
Spring Quarter drop-in hours: Mondays, 12-2 p.m. or by appt.
<http://depts.washington.edu/deshelp/>
- > **UW Speaking Center**, 222 Communications: practice, record, and receive feedback. Sign up for an appt.:
www.com.uw.edu/speaking-center/
- > **URP Spring Quarter Drop-In Advising Hours:** Weds. 2-4pm & Thurs. 10am – 12pm in 171 MGH
- > **Mentors, research groups, friends**

