

A Talk on Talking

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Why, What & How of talking

Why listen?

- people fear public speaking
- you *will* speak
 - class, work, thesis, job
- just a skill to learn
- success & enjoy

Better Life!

-
- why me? -- victim of dismal talks

What: Messages (Take away)

- **Primary - Messages**
 - pick *messages* the audience will receive & tell them early
 - **Plus**
 - common mistakes - terse
 - say "you"
-
- like design in SE & ...

Them, not you → calm

like

- Turn left or right?
- Software (etc) design
not do : compute like hell
do do: produce output.

audience

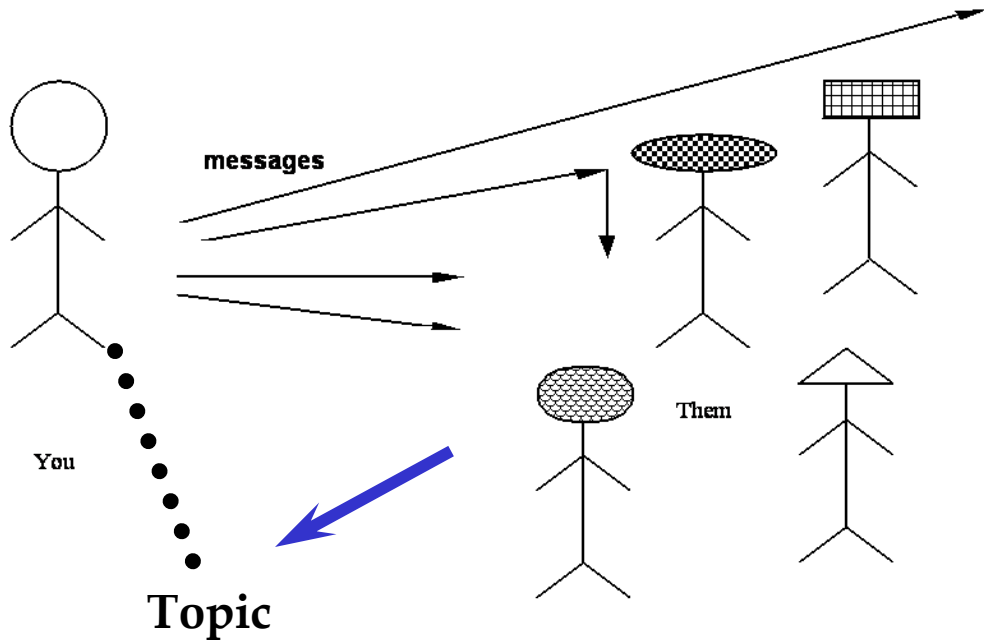
- **What do they know/believe**
 - right level & means
- **They will be mixed**
- **Get their interest**
 - inform vs persuade --- change

“here’s this stuff”

versus

“you have a problem, I have a cure”

**focus: they receive messages;
not: you perform**



say "You"

messages !!!!!!!

- ➔ • you *must* have messages *Tell*
- audience's destination *them!*
- Say “your takeaways are ...”
- a few [1-3], not many
 - plan supporting sub-messages
- plan *backwards* from them
 - reduces worry about “I”
 - decide what to say & when to stop

messages (2/3)



- “I learned”
so what?
- “I have too little to say”
bah, not so; if so hustle
- “I don’t have enough time”
so change messages;
point to other resources elevator
- “... then I did X and then I did Y ...”
is your chronology important ...
to them?

messages (3/3)

- **NOT a table of contents**
 - “I will say first this, then that, ...”
- **not “issues”; content**
- **not the talk itself**

remember:
NO MESSAGES --> NO TALK!!

example

Ensembl messages

- One of the premiere databases used by the bioinformatics community
- Answers scientists' complex questions easily, quickly, and specifically
- Demonstrates serious potential to "scale up"

example

BioSQL

- BioSQL basics
- Unifying schema for sequence data
- Open
 - Open Bioinformatics Foundation
 - » <http://open-bio.org>
 - OBDA
 - » <http://obda.open-bio.org>
- Integrated with RDMSs and languages
- Issues

How: topic tree (1/2)

- like program design
- display it any way that works
- depth depends on audience
 - don't preach to the choir out
 - connect to what they know in

topic tree (2/2)

- **practice !!**
 - how long (1/3 milestone)
- **prune**
 - remove deadly details
 - » proofs, syntax
 - keep good examples
 - remove/refine messages

talk's order is *not* the talk's planning order

- Tell *them* the messages early
 - not a mystery & helps panic pruning
- decide precedence *after* content
 - many paths to success
 - depth first vs breadth first
 - some order may not matter
 - » set vs sequence

How: Practices

(proff read)

- timing
- tension
- tedium
- techniques

“advance organizer”

speed bump

timing (1/2) ^{nice!}

- **prune during practice**
 - be aware - most go slower
 - early milestone & warning
- **too much intro !!!**
 - they know it & squanders time
- **plan for disaster**
 - “eeeek” doesn’t impress
- **behind? *don’t* talk faster**
(they can’t listen faster)

timing (2/2)

- **set pace for them not you**
- **first few minutes**
 - why should they listen
 - why should they believe you
- **finish**
 - impress main messages
 - don't gasp or get tossed off the stage

teaching: more forgiving time frame

tension

- **audience: on your side**
 - want you to succeed
 - look at them
- **butterflies are normal**
 - cheek on table & hands together
- **plan, prune and practice
so you can relax**
- **messages: about audience**
- **say “you”**

tedium

- **smile! no monotone!!!!!!**
- **interact with them**
 - dialectic mode is tough
- **cutesy alliterations are ok**
- **occasional witticism is good**
- **a cartoon**
 - relax you & lighten mood
 - relevant
- **messages are the key**

techniques

- **speed bumps**

- provide context
- tie together parts of topic tree
- not just repeat
- emphasize, expand, link

*toward
messages*

- **don't kill interest with**

- too much detail
- too little detail



??

**substantive title
do not repeat**

- **write important things!**
 - multi-sensory learning
- **no pre-emptive apology**
 - “Well, I don’t know much about this subject”
 - doesn’t work and dooms the talk
- **talk tool – powerpoint**
 - maybe

Overheads (1/3)


- **informs them; focuses you**
- ***use* overhead**
 - support messages
 - tell them why it's there
- **not too busy 5-7 “chunks”**
- **transitions**
 - practice physical movement
 - know your transition blurbs

• size 24

don't write what you will say

- Suppose you write quite a bit on one slide, that is, putting complete and perhaps compound sentences, perhaps even paragraphs right out there in front of the audience. If you do such a thing and keep on talking then they will have to choose when to pay attention, to you, a mere buzzing voice, or to the stimulating visual of the slide. They will choose to ignore you. So, if you write a paragraph like this one, say “read this paragraph” and be quiet until they do. Surely you get the point I was trying to make with this verbosity. 😊

overheads (2/3)



- **terse = good:**

- phrases
- powerful verbs
- highlight key points

- **verbose = bad**

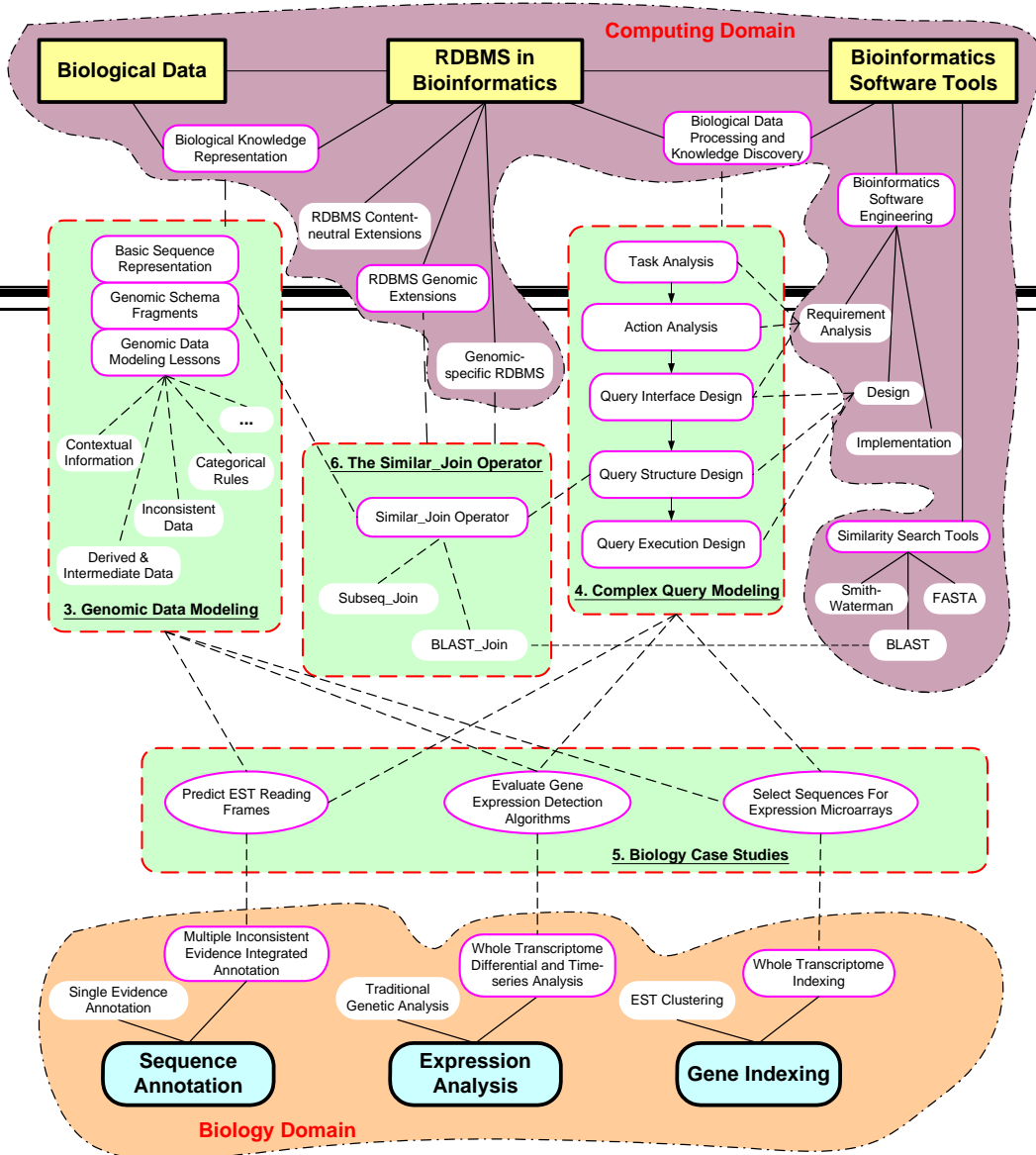
- unless it is read
- sentences & paragraphs
- unlabelled graphs
- tables of numbers

**revise,
revise!!**

overheads (3/3)

- **complex figures are ok**
 - spend time
 - point to spots
- **say, literally:**
“what you should get from this figure is ...”





Algorithms

Model Based CF

Content + CF

Personal Recommender

Mobile Agents

Peer-to-Peer Networks

Implicit Rating

Small Device Interfaces

Recommender Interfaces

Algorithms

PocketLens

MultiLens

Shilling

Multi-Device Implicit Data Capture

Explanation and Confidence

Security

Interface

MovieLens Unplugged

Interfaces for Profile Management

Interfaces for Explaining Recs

check

- zippers, straps, belts, stains, stripes
- bladder
- tics [ummmm, like, ok, you know]
- room: stand (re-arrange), whiteboard (marker), lights, A/V
- laser pointer (battery);
do not waggle
- mike, your volume & modulation
- clock [warning; milestone]
- introducer says your talk title
- “Thanks, xxx. Hello, I’m glad to be here. ...”

think about

- battery
- lunch
- cords: have them; do not trip
- disaster
- water
- face the audience
- handout
- demo
- Q's [tla's] in midst
- "excellent question"

end strongly

- do not say “oh, I forgot ...”
- revisit your messages

project report

- messages
- problem
- kind of work
- evidence
- new
- **Big WOW!**
- **But ...**

messages revisited



if you:
plan backwards
audience
receives messages
with topic tree
prune & practice

→joy for them, and you too

