

Let's Talk about Talking



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History



This talk was originally prepared by Daisy Fan and was used February 2001 in EWRS seminar.

It was modified by Jery Stedinger in January 2002 for use in the EWRS seminar by Jennifer Benaman in 2002. Further revised by Stedinger, 2003; 2006; 2007; 2012

Revised again by Ryan Fleming, Andrea Gruber, Neela Babu, Tom Wild (2011), and Wenqi Yi (2011).

What is your goal?

Want to win the
Stockholm Water Prize?

Well, maybe just pass the
final defense of your
thesis with flying colors,
get a great job, and win
a fat contract for
research?



Realistically . . .



For an undergraduate, success is an A on the examination showing you understand the material in the course – knowledge others developed.

For an advanced graduate student or scholar, success is developing new ideas and convincing others of the merit of your findings. That involves written and oral communication.

Talking about Talking



So, making a good
presentation is essential!

A good presentation needs?

A good "story"

Organization & preparation

Effective delivery



So Lets Consider –

- **Preparation**

 - Organizing the presentation

 - Creating visual aids

 - Practice

 - Challenges

- **Delivery**

 - Interacting with audience

Typical Talk Outline

Introduction & motivation

Objective of talk

Outline

Main ideas – tell the story

Summarize with conclusions

Plan the content



Think about your audience

Introduction/motivation is as important as technical content – provides big picture

Use visual aids; explain your graphics

Use mathematical equations sparingly

What story should audience remember?

Visual Aids

Be consistent

Use visual variety:

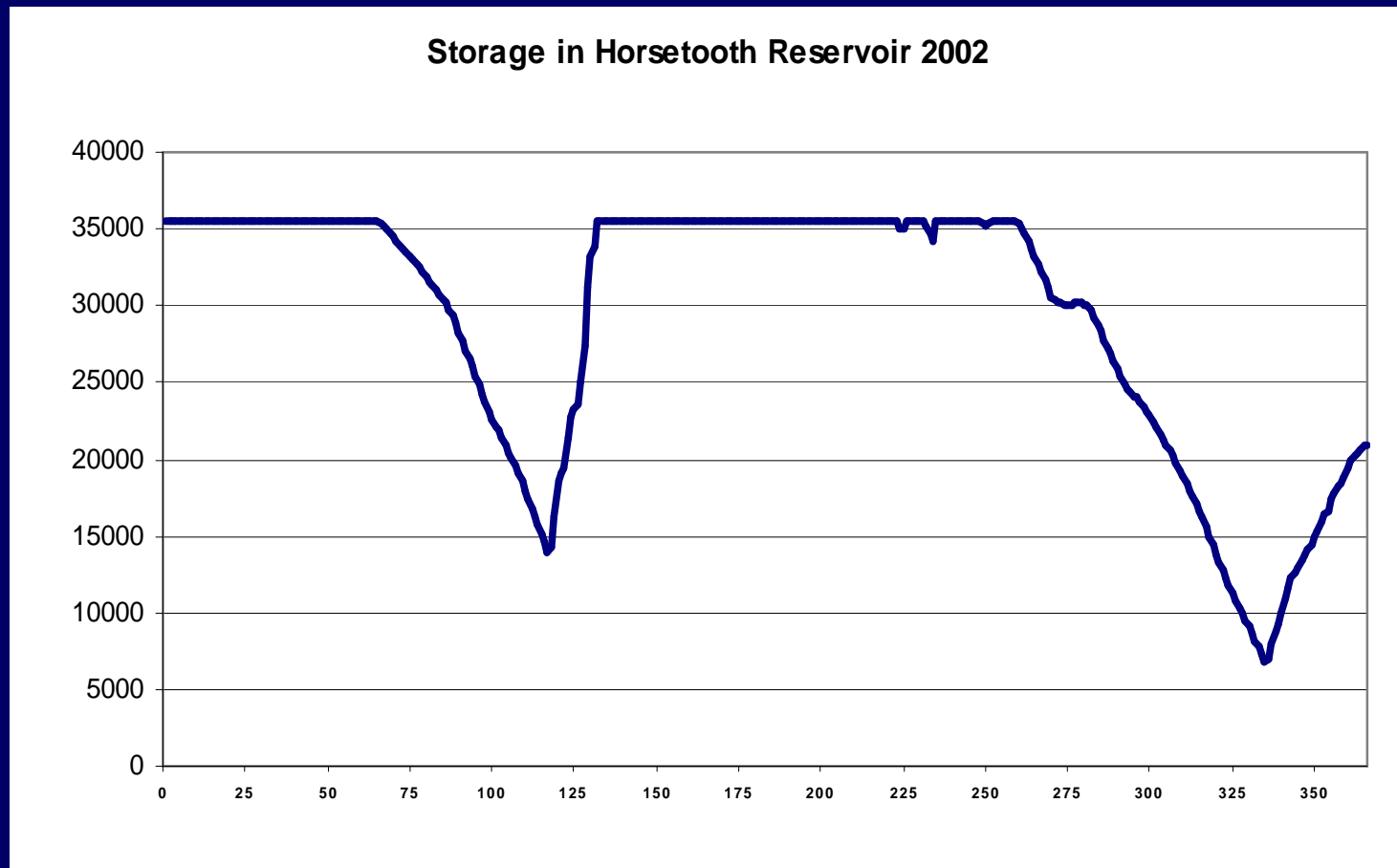
Text, Pictures, Charts, Graphs, Eqns

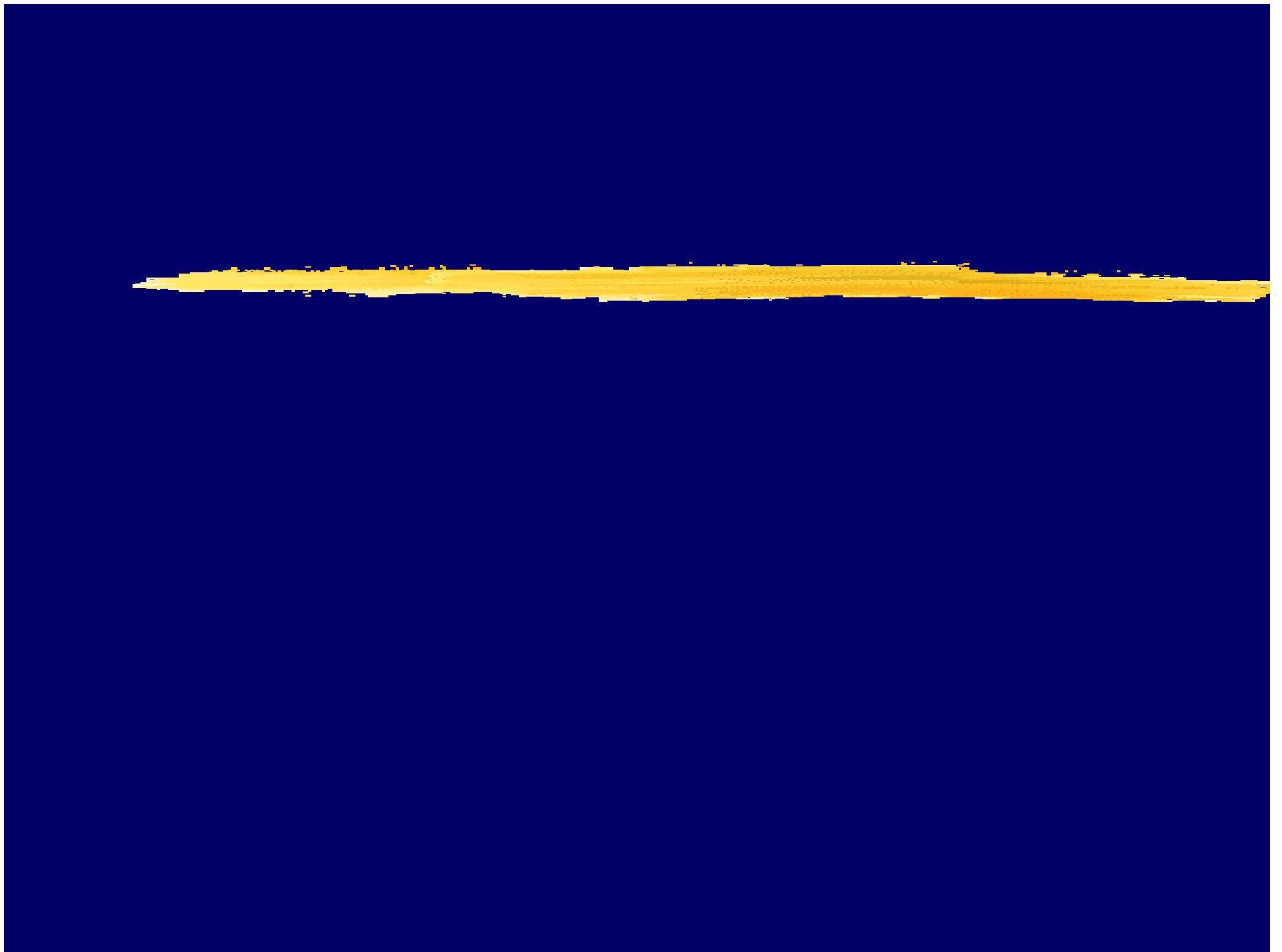
Minimize animation

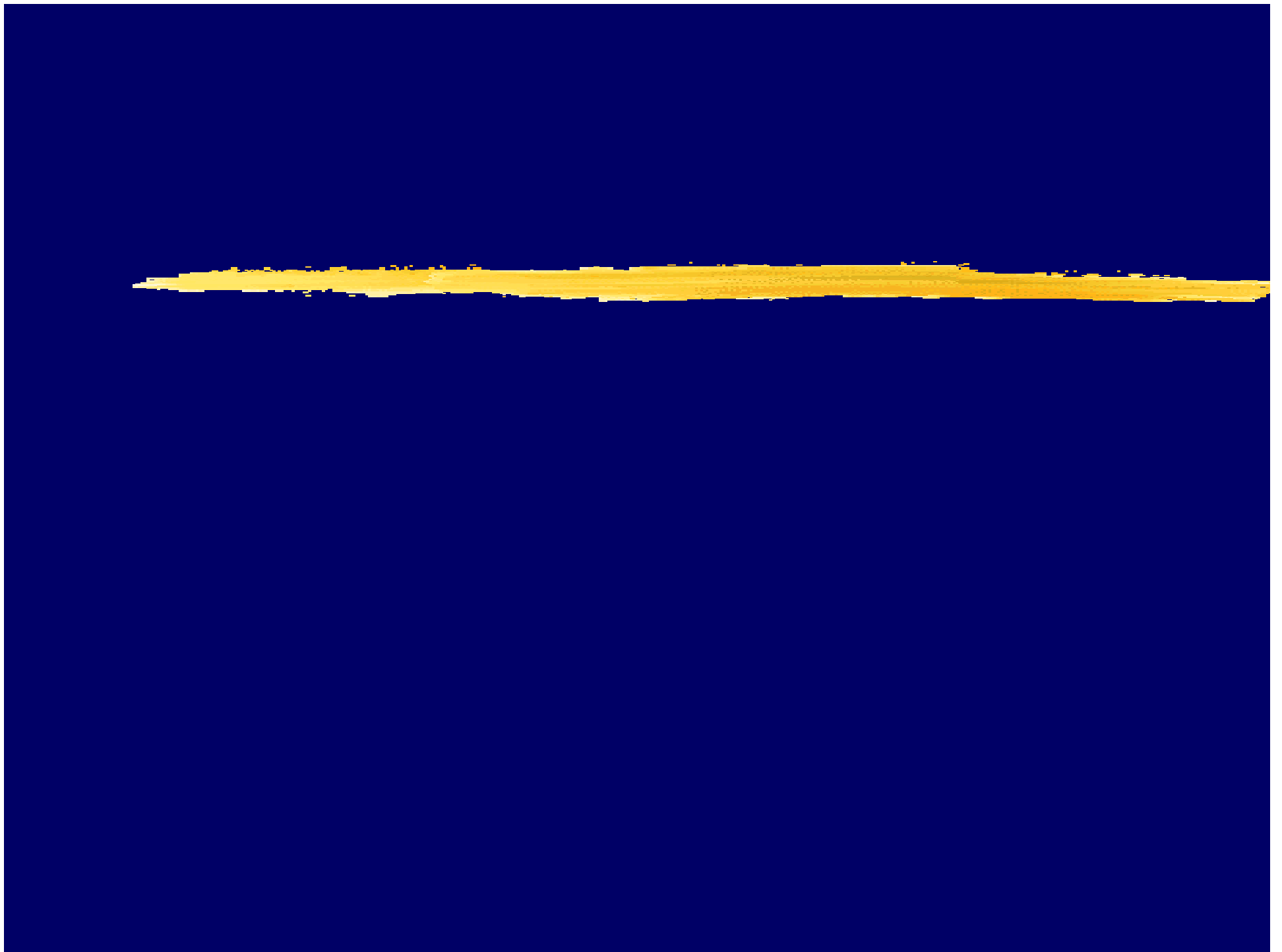
Slides do not stand alone

explain the details!

A Bad Example



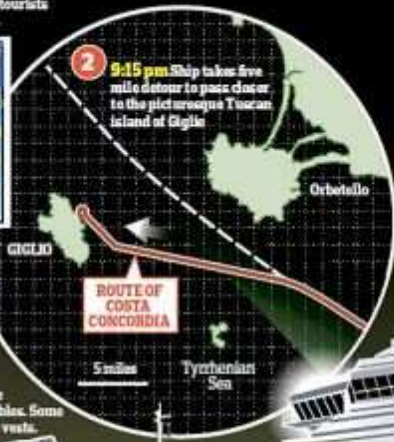




1 FRIDAY JAN 13
7:00pm (1800 GMT):
 The ship embarks on a 7-day cruise from Civitavecchia, near Rome, with 4,229 tourists and crew on board from 60 countries.



2 9:15 pm Ship takes five mile detour to pass closer to the picturesque Tuscan island of Giglio



3 9:30pm She strikes rocks 200 metres off the island of Giglio. Five minutes later the electricity goes off. Many passengers begin to panic.

4 9:45pm A first alarm is sounded: two long whistles and one short, informing the crew of a problem.

5 9:50pm The ship begins to list. In the restaurants, diners'ware falls off the tables. Some passengers rush to their cabins for life vests.



6 10:00pm Captain tries to manoeuvre the vessel towards shore.



A TYPICAL CABIN



EUROPA ATRIUM



ROMA RESTAURANT

COSTA CONCORDIA

- # Built in 2006
- # Passenger Capacity: 3,700 (total/total)
- # Number of Crew: 1,300
- # Total Cabins: 1,500
- # Length: 325m
- # Width: 35.5m
- # Height: 177m
- # Decks: 17
- (24 for guest use)
- # Max Speed: 23 knots

A DANGERS OF SHALLOW WATER

London Bus and Nelson's Column



The wash from a ship in shallow water close to shoreline has nowhere to go and may have rebounded on to the hull, causing the ship to roll



Minimum depth of water needed to allow ship to float is 26m

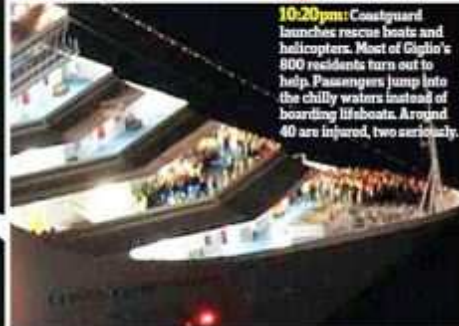
B LIFEBOATS CANNOT BE LOWERED DUE TO ANGLE OF SHIP



Lifeboats cannot be lowered as they hit the side of ship

Lifeboats must be lowered quickly before they are overrun by water.

7 10:10pm 'Abandon ship' signal is given: seven short whistles and one long. Lifeboats begin their deployment.



8 10:20pm Coastguard launches rescue boats and helicopters. Most of Giglio's 800 residents turn out to help. Passengers jump into the chilly waters instead of boarding lifeboats. Around 40 are injured, two seriously.

9 11:15pm The first lifeboat reaches Giglio. In all, some 4,000 make it safely aboard a lifeboat.

10 11:40pm Captain Francesco Schettino is found ashore.

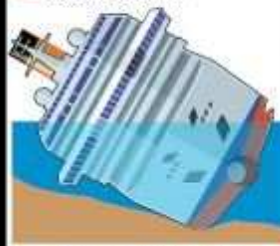
11 SATURDAY, JAN 14, 1:30am Three bodies found, two French tourists and a Peruvian crewman.

2:30am Some 300 people still aboard.

6:00am Local fire chief says last survivor has been rescued from the ship. Rescuers continue their searches on the ship and underwater throughout the day.



C PASSENGERS TRAPPED AS SHIP CAPSIZES



12 Sunday 12:50 am South Korean honeymoon couple rescued from air pocket on the Third deck

Copyright by John Lawrence and Geoffrey Dixon

Another Bad Example

- This is an **example** of a bad, bad slide. It has far too much text on it which makes it very very difficult to read everything, and to know what is important. There is *no structure*. The audience will strain to read **everything** on the slide instead of listening to YOU. And why is there a bullet on the slide way up there in the corner? 😊

A Better Slide



Full sentences not necessary

Avoid meaningless words or symbols

Make every word count

Omit "the" and "a" in most cases

- Bullets sometimes convenient

Preparation – Practice!



Practice, practice, practice!

Rehearse out loud with friends

If possible use actual room

Make sure equipment works

Two Challenges

1. What can you say in your allotted time that audience will appreciate learning?



2. A good picture is worth 1000 words. Create a picture or diagram that makes key concepts clear and memorable?

And you ask:



How many slides should I prepare?

Or even better ask:

How much should I try to cover
and with what detail?

It's a capital crime to exceed
your allotted time!



Elements of a Presentation

- Preparation
 - Organizing the content/message
 - Creating visual aids
 - Practice
 - Challenges
- Delivery
 - Interacting with audience

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Delivering Your Talk

Speak up! Show enthusiasm

Talk to *your audience*



Eye contact – look at people, all of them

It's natural to be nervous, but beware of nervous mannerisms

Turn cell phone off; dress appropriately

On answering questions. . .

- Let questioner finish the question
- Be prepared to rephrase question
- Express appreciation
- Control your feelings: don't *argue* with an aggressive questioner



Use of Powerpoint

Focus each slide on one idea.

Use San Serif font (Arial or Helvetica).

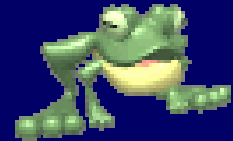
At least 20 point. Not 18 point.

Reserve Bold for headings

Maximize contrast between text & background

==> Avoid clutter & distractions <==

Use animation sparingly



Things to Remember:

Have a message – tell the story

Be sensible about visual aids

Practice

Interact with audience

It is natural to be nervous (Deal with it!)

Deliver message *in your allotted time*

Thank you for listening!
And instead of calling for
questions...

Please share
your experiences 😊