

## Tips for talks or Presentations:

- 1) You can convey one piece of information in every 20 minutes of a talk. (Think TED talk = 18mins.)  
If you try to make more than one major point in 20 minutes you will lose your audience. Therefore, think carefully about what it is you want the audience to learn and work the focus of the talk about that point.
- 2) Never underestimate how much people like hearing things they already know. A talk with sufficient background will make the audience feel smart and like they are already on the "in" on your talk. Providing background should frame the one point you want to make and present a consistent logical progression from the familiar to the novel (i.e., your point/goal).
- 3) It's okay to lie in a talk if it leads to a greater truth. In a talk you don't have time to qualify everything or to prove every statement. Provide the audience with the information they need to know when they need to know it to be able to understand and appreciate your point. If they have questions about details, they'll ask.