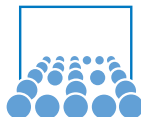


# Preparing your talk

Some material

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# How to Write a Good Paper

## Important points for the quality of a paper:

- language and spelling
- structure (correct/intuitive order, useful abstract and conclusions, references, etc.)
- consistency of the presentation (notation, figures, graphs, etc.)
- quality of the explanations
- use of references

More important points can be found in the review sample!

## Main goals of the paper:

- practice formalization of mathematical contents
- practice your scientific paper writing skill
- good practice for writing the Master thesis later

# How to Write a Good Paper

## Structure of a paper:

1. header with title and author
2. short abstract (that whets the appetite for reading the paper)
3. introduction (including an overview over the paper)
4. main part (several sections, structure depends on the topic)
5. conclusion/summary/outlook
6. references

For more details, please check the guides of the next slide.

# How to Write a Good Paper

## Guides for the structure of the paper: (just a selection)

- D. E. Knuth, T. Larrabee, P. M. Roberts: Mathematical Writing, <http://tex.loria.fr/typographie/mathwriting.pdf>
- M. Ashby: How to Write a Paper, <http://www-mech.eng.cam.ac.uk/mmd/ashby-paper-V6.pdf>
- W. Strunk and E. B. White, The Elements of Style, Longman Publishers, 1979
- A. Bundy: How to Write an Informatics Paper, <http://homepages.inf.ed.ac.uk/bundy/how-tos/writingGuide.html>
- N. Dragoni: How to Write a Research Paper, [www2.imm.dtu.dk/courses/02234/slides/writing-a-paper-Nicola.pdf](http://www2.imm.dtu.dk/courses/02234/slides/writing-a-paper-Nicola.pdf)
- and many more...

# How to Give a Good Talk

## Important points for good slides:

- give a short outline
- do not put too much content on a slide
- structure every slide, make it well-arranged
- use short, clear bullet points (not sentences!)
- choose the font size large enough (not smaller than this font!)
- use visualizations instead of text
- consider the previous knowledge of your colleagues (this is usually not too much since the topic is new!)
- check the spelling

# How to Give a Good Talk

## Important points for a good talk:

- speak loud and articulate clearly
- keep eye-contact to the audience
- apply Occam's razor, do not go too much into detail
- do not exceed time
- practice the talk before (think what you want to tell, check time, etc.)
- prepare nice slides for the talk

## Main goals of the talk:

- make your colleagues familiar with the topic
- practice your presentation skills

# How to Give a Good Talk

## Guides for a good talk and nice slides: (just a selection)

- R.A.Day, How to present a paper in theoretical computer science: a speaker's guide for students,  
<http://portal.acm.org/citation.cfm?id=346048.346055>
- J. A. Gallian: How to Give a Good Talk,  
<http://www.jcu.edu/math/constum/gallian.pdf>
- P. N. Edwards: How to Give an Academic Talk,  
<http://www.si.umich.edu/~pne/PDF/howtotalk.pdf>
- B. J. Reich: Academic Presentations,  
<http://www4.stat.ncsu.edu/~reich/st810A/oral.pdf>
- F. R. Kischischang: Giving a Talk – Guidelines for the Preparation and Presentation of Technical Seminars,  
<http://www.comm.utoronto.ca/~frank/guide/guide0.html>
- and many more ...

# Plagiarism

- avoid any act of plagiarism for your paper/talk, in particular:
  - all material that you used has to be cited (including websites)
  - even if you cite, it is not proper to copy text directly (also not, if you change the order of sentences, etc.)
- plagiarism will directly lead to a grade of 5.0
- we will check your handed in papers and reviews for plagiarism
- to avoid any problems, just keep to a simple guideline:

**Write everything in your own words and cite material you create your text from.**