Welcome!
WOMEN@SCS
Speaking Skills Workshop

SPONSORED BY
INTEL
Tonight’s Program

- Dinner!
- Meet the organizers
- Speaking experiences--Anecdotes from our graduates
- Karaoke Powerpoint
- Tips and Advice
Public Speaking from Experience

Stories and facts
What’s the deal with PS

- Art of Public Speaking 2,500 B.C. and further
  - Aristotle’s The Art of Rhetoric
  - Pathos, Ethos, Logos

- Glossophobia
  - fear of public speaking
The secrets of the universe

- Three things that you can do which will GUARANTEE SUCCESS
The secrets of the universe

- Three things that you can do which will GUARANTEE SUCCESS
The secrets of the universe

• Three things that you can do which will GUARANTEE SUCCESS

• Not really, but they will save you lots of headaches!
The secrets of the universe public speaking

- slow down!
- speak up!
- have backups (USB, email yourself your slides, etc.)
- practice with an audience
- practice in front of people in your research area (experts on your topic)
- practice in front of people outside your research area
- watch good presentations and pay attention to what works
- critique the presentations you attend
- make sure any visual elements or animations are tasteful and not distracting
- minimize the number of words on your slides. You don't want your audience to spend time reading your slides instead of listening to you.
- what you *say* as a part of your presentation should be distinct from what's on your slides.
- don't just read your slides aloud
- minimize the number of equations in your slides
- practice joke delivery and timing
- make sure you give your audience a chance to laugh
- make eye contact
- get out from behind the podium
- think about your audience. what do they already know? how will you motivate them to listen to you?
- take your hands out of your pockets
- don't play with things, your hair, your clothes, etc.
- while you speak
- don't shift your weight or step back and forth
- look out for distracting physical habits (hand gestures)
- learn what your verbal tics are, and minimize them if they're distracting (do you say "um", or "like", or "sort of" too much?)
- have someone listen to you give a talk and watch out for "upspeak" (making your sentences/words sound like questions).
- it makes you sound unsure
- think about what you wear and how you present yourself visually.
- you don't want your clothes or jewelry to distract your audience, and you want to think about how their perception of you affects your ability to achieve your goals
- think about what you will cut out if you're low on time.
- how will you know you're low on time? you need to set time goals for parts of the talk, and practice well
The secrets of the universe in public speaking

- slow down!
- speak up!
- have backups (USB, email yourself your slides, etc.)
- practice with an audience
- practice in front of people in your research area (experts on your topic)
- practice in front of people outside your research area
- watch good presentations and pay attention to what works
- critique the presentations you attend
- make sure any visual elements or animations are tasteful and not distracting
- minimize the number of words on your slides. You don't want your audience to spend time reading your slides instead of listening to you.
- what you *say* as a part of your presentation should be distinct from what's on your slides.
- don't just read your slides aloud
- minimize the number of equations in your slides
- prepare slides or at least thoughts that respond to potential questions.
- you can have extra slides after the end of your real slides, that you only jump to if you get those questions
- don't run over time (practice helps!)
- if you use the board, make sure your handwriting is legible (practice helps!)
- practice joke delivery and timing
- make sure you give your audience a chance to laugh
- make eye contact
- get out from behind the podium
- think about your audience: what do they already know? how will you motivate them to listen to you?
- take your hands out of your pockets
- don't play with things, your hair, your clothes, etc.
while you speak
- don't shift your weight or step back and forth
- look out for distracting physical habits (hand gestures, learn what your verbal tics are, and minimize them if they're distracting)
- have someone listen to you give a talk and watch out for "upspeak" (making your sentences/words sound like questions)
- it makes you sound unsure
- think about what you wear and how you present yourself visually
- you don't want your clothes or jewelry to distract your audience, and you want to think about how their perception of you affects your ability to achieve your goals
- think about what you will cut out if you're low on time. how will you know you're low on time?
- you need to set time goals for parts of the talk, and practice well
The secrets of the universe public speaking

- Slow down!
- Speak up!
Things we often worry about

- **What - Content**
  - Visuals, language
Things we often worry about

• What - Content
  ○ Visuals, language

• How to present it
  ○ Emotions, body language
Things we often worry about

- **What - Content**
  - Visuals, language
- **How to present it**
  - Emotions, body language
- **Where:**
  - Audience, room
Take home message

- Slow down!
- Speak up!
Discussion

Anecdotes
Each person will introduce herself in 2 sentences and then speak for around 30 seconds on the topic that appears on the slide.....

ENJOY!
Tortoises
Wolfgang Amadeus Mozart
Work
- Sorry your slides and notes have disappeared
The Beatles
\((x - 2)^2 = 49\)

\[\sqrt{(x - 2)^2} = \sqrt{49}\]

\[x - 2 = \pm 7\]

\[x - 2 = +7\quad x - 2 = -7\]

\[x = 9\quad x = -5\]

**Solve with Perfect Square Binomial**

1. Get Perfect Squares on Both Sides of Equation.
2. Take Square Root of Perfect Squares
3. Solve Positive Number & Neg. Number
4. Check Answers by Putting into Original Eq.
Icecream
Wean Hall
Sorry you’ve just lost all power due to storm
Centipedes
The Hippopotamus
The Process of Ordering a Burger

Ordering a Burger
Old Process

Approach counter
Order burger

Want fries? yes
Order fries
no

Want drink? yes
Order drink
no
Pay Cashier

Ordering a Burger
Improved Process

Approach counter
Order combo meal
Pay Cashier
Fort Pitt Tunnel
Computer Mouse
Ducks
High Heel Shoes
The Eiffel Tower
Sorry no topic available
Andy Warhol
61C Coffee Shop
- Login is program with SETUID root
  - Login asks the username and password
  - Hash function \( h \) (username)
  - Call setuid and setgid system call
  - Open keyboard (fd 0), screen (fd 1), screen error (fd 2), start user shell (UID), and terminate
  - All processes forked by shell inherit the UID
Tractors
Owls
Cell Phones
Silly Cats
SUCCESSFUL SPEECHES
HELPING YOU DEVELOP & DELIVER MEMORABLE, MOVING SPEECHES
Discussion

- Your Concerns?

- Tips and Advice?
Tips and Advice

Audience! and Goal!
Goal and Audience

- You get one goal. Not seven
- What’s in it for me?
- Presentation structure should reinforce goal
- Repeat yourself
- Communication really isn’t all that scary
- Figuring out how to achieve your goals takes practice
- **Remember: Goal! Audience! Go out and have fun!**
Thank You for Participating!

If you have any questions about this workshop please contact:
Carol Frieze, Director, Women@SCS
<cfrieze@cs.cmu.edu>