

12

Speaking about Numbers

SUGGESTED COURSE EXTENSIONS

■ A. WRITING

1. Create slides and speaker's notes for a 20-minute presentation of an academic paper. Include slides for each major section of the paper, including introduction, literature review, data and methods, results (several charts or tables), and conclusions.
2. Adapt charts or tables from your paper to be used on the slides. Write speaker's notes with "Vanna White" directions for where to point when introducing each table or chart.
3. Peer-edit the written drafts of slides and notes, using the checklist from chapter 12.
4. Rehearse the talk out loud, checking timing and clarity.
5. Make revisions to slides and speaker's notes based on what you learned in your rehearsal.
6. Repeat A.1 through A.5 for a five-minute oral presentation on an example from your textbook or a journal article.

■ B. REVISING

1. Critique slides you have previously created for a 15–20 minute speech to a scientific audience, using the criteria in chapter 12 of *Writing about Numbers*.
2. Critique the speaker's notes for the same speech.
3. Pick one large table from the results section of your paper. Revise it into several simpler table slides or chart slides.
4. Revise the slides and notes for the same audience.
5. Write "Vanna White" notes to introduce and explain one table and one chart from your revised presentation.

6. Exchange your revised work from questions C.3 through C.5 with someone working on a different topic and data. Peer-edit each other's work.
7. Revise the slides to create a 10-minute presentation for a lay audience.