

## SUGGESTED COURSE EXTENSIONS

### A. Reviewing

1. Attend a professional research presentation related to your interests. After you return, write a critique evaluating the following aspects of the talk, using the guidelines for effective speeches to academic audiences in chapter 12 of *Writing about Numbers*, 2nd Edition.
  - a. Title of the presentation
  - b. Contents of slide titles
  - c. Choice of slide types (e.g., text, table, chart, or image) for each component of the talk (e.g., presentation of numeric facts, theoretical relationships among variables, context of the data, etc.)
  - d. Introductory slides for conveying importance of the topic
  - e. Data and methods slides
  - f. Results slides
  - g. Explanations of patterns in tables and charts (purpose, layout, patterns)
  - h. Tailoring of material to suit the specific audience
  - i. Overall story line of the talk (maintaining an orientation to the overall purpose of the study; order of topics; appropriate balance of “big picture” and little details)
  - j. Clarity and engagement of the spoken presentation
  - k. Layout, type size, use of color, and other formatting on tabular and chart slides
  - l. Layout, type size, use of color, and other formatting on text slides
  - m. Whether the speech fit within the allotted time, including allocation of appropriate amounts of time to each section of the material

### B. Writing

1. Create slides for a 20-minute presentation about a quantitative analysis to a scientific audience in your field, following the guidelines in chapter 12. Include slides for each major section of the paper, including introduction, literature review, data and methods, results (several charts or tables; see next question), and conclusions.
2. Adapt charts or tables from your paper to be used on the slides, using the guidelines in chapter 12.
3. Write speaker’s notes for the presentation, including “Vanna White” directions for the slides created in the preceding question, following the guidelines on pp. 306–310 of *Writing about Numbers*, 2nd Edition.
4. Exchange draft slides and speaker’s notes with a peer who is working on a different topic and data. Evaluate each other’s work, using the checklist at the end of chapter 12. Revise your slides and speaker’s notes according to the feedback you receive.

# 12

## SPEAKING ABOUT NUMBERS

5. Ask a test audience to evaluate a live presentation of your talk for your specified audience and allotted time, using the criteria under “Dress Rehearsal” on pp. 311–12 of *Writing about Numbers*, 2nd Edition.
6. Make revisions to slides and speaker’s notes based on what you learned in your rehearsal.

### **C. Revising**

1. Evaluate the 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*, 2nd Edition, and in question A.1. Revise the slides to rectify any shortcomings you identify.
2. Pick one large table from the results section of your paper. Revise it into several simpler table slides or chart slides using the guidelines in chapter 12, and incorporate those slides into the presentation used in question C.1.
3. Write “Vanna White” notes to introduce and explain one table and one chart from your revised presentation, using the guidelines in chapter 12. Incorporate them into your speaker’s notes.
4. Evaluate the full set of speaker’s notes for the same speech. Revise them to rectify any shortcomings you identify.
5. Exchange your revised work from questions C.1 through C.4 with someone working on a different topic and data. Peer-edit each other’s work.
6. Repeat questions B.5 and B.6 for a speech you have written previously.