

## EARTH 133 - GEOLOGIC FIELD SEMINAR OF THE COLORADO PLATEAU

### Procedure for Talks

- Sign up for a topic with one of the instructors
- Note who the instructor advisor is for your talk
- Make a ½ hour appointment with your advisor to get preliminary information on general points you should cover, hand-outs that are available, and potential reference materials
- As time permits, research your topic either on the Internet or with provided references. Become the “expert” on your topic!
- Formulate a draft outline of what you would like to present to the class.
- On standard 8 ½” x 11” paper, pencil out a “power-point-style” format (main points, bullet points, etc. ...) of your proposed presentation. Most people will be transferring their presentation material onto large presentation pads that they will be completing before we leave on the trip.
- Meet with your advisor again to review your outline of what you want to cover, plus a draft of what you plan to present on presentation pads.
- Pencil in your presentation on the pads provided. Write neatly, and check your spelling! You should get a final check from an instructor before you ink it in.

#### A Few Notes and Suggestions for Your Presentation

1. Avoid “fact salads.” Throwing a bunch of facts up on a pad does not help others learn from you, which is the objective. Figure out what your main points are, and then support those points with facts.
2. On your “power-point” pad, avoid tons of words . . . stick to bullet points. Think about effective power point presentations you have seen, and those that have been frustrating and/or non-effective for you. Avoid the latter. The most common presentation mistake is too many words. Your audience is frantically copying instead of listening to what you have to say.
3. Write BIG! Try a sample size on a standard sheet of paper, then prop it up somewhere and stand back 15 feet. Can you read it? If not, then others probably will be struggling too.
4. Want a diagram in your presentation? We can make a transparent overhead of any diagram you want. Then you project it on your presentation pad and trace it out wonderfully!
5. Take care of your spring term classes first! There will be time between finals and leaving on the trip to do the majority of presentation preparation.