Tips for Reading Faculty Papers to Participate in Q&A Session

1. Read the title, abstract, introduction and conclusion to understand the main concepts or arguments of the paper and generate questions.

2. Scan paper to identify sections that may help answer your questions then read those sections.

3. Understand all charts and graphs.

4. Try to identify what surprised you as you read the paper and why. Are there ideas that are consistent or at odds with ideas that you have read in other papers or developed through past experience?

5. Ask others who might know about the topic for help in understanding concepts you are unfamiliar with.

Readings and other resources
(taken from Professor 11.229 Cherie Abbanat’s Course Syllabus)

Presenting Yourself and Your Material to Different Audiences
``Studies show that fear of public speaking ranks higher than the fear of dying. I guess this means that most people at a funeral would rather be in the coffin than delivering the eulogy...'' Jerry Seinfeld
• Danziger, Marie A., Guidelines for More Effective Public Speaking (Cambridge: Communicationi Program, 2000), pp. 1-16

Graphical Presentations

Oral Presentations
• Adler, Mortimer, How to Speak, How to Listen, “The Sales Talk and Other Forms of Persuasive Speech” (New York: 1997) pp. 29-45
• Adler, Mortimer, How to Speak, How to Listen, “That’s Just Rhetoric!!” pp. 21-28
• Kschischang, Frank R., Giving a Talk: Guidelines for the Preparation and Presentation of Technical Seminars, Department of Electrical and Computer Engineering, University of Toronto http://www.comm.toronto.edu/~frank/guide/guide0.html#intro