How to Turn a Paper or Addendum into a Presentation

Why might you be inclined to turn a paper or addendum into a presentation?
You might want to use it for a class presentation or present it at one of the conferences that our Honors Program sponsors or attends such as Intersections or NCUR.

1. Along with posters, reading papers is the most common form of academic conference presentation. It is most common in the humanities and social sciences and is an opportunity for scholars to share their research with each other.
2. You will need to create an introduction for yourself that the presentation leader can use to introduce you. Usually this will contain your name, major, title of work, your university, and something personal about you such as your hometown or career goal.
3. The most important part of this process is knowing your audience and time constraints. Since you will be presenting your paper orally, you will need to go through the original and adjust the language and structure. Read your paper aloud to yourself and listen for any phrases or sentences that sound awkward. Reword these passages so that you can read them aloud smoothly. The conference you are presenting at should have specific rules about the length of papers. If they do not, as a rule of thumb, most presentations are 5-10 minutes long. A 12 pt font, double spaced page will take about 1-1 ½ minutes to read aloud, but you should practice reading your paper aloud and timing yourself to make sure you know how long it takes to read.
4. Most audiences will not have the specific knowledge about your topic that you do, so start the paper with some background information. You may have to add this to your original project.
5. After you have established your topic, you should discuss the evidence or results of your research. If your paper or addendum has important charts and graphs to display your results, you will want to consider creating a PowerPoint (if the presentation permits) with these visuals. Make sure to explain to the audience what each visual means and why it is important. If you make a PowerPoint, be sure to include your name, the title, the name of the conference, your university, the date and the name of the Honors Program.
6. Conclude your presentation by explaining how your presentation might spark further research or ideas and thank your audience. If your paper or addendum does not conclude in this manner, write a brief conclusion that includes these ideas

Summary of Correspondence
a. Your introduction will correspond with the beginning of the presentation. Add additional background information if you believe the audience will need it. Aim for this to take 1-2 minutes.
b. The bulk of your writing comes next, your research and results or proofs correspond to the middle of your presentation and should be your largest talking point. Aim for this to take 3-6 minutes.
c. Your conclusion corresponds with the end of your speech and should deal with the “big picture.” Aim for this to take 1-2 minutes.

Below is a link for public speaking tips from MIT: http://web.mit.edu/urop/resources/speaking.html