

# Planning your presentation

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Here are a few things to consider and do in preparation for your presentation.

## Before you meet with me:

### Think about your goals for the talk.

- What do you want people to learn from the session? Specifically, what are the 1-3 really major points they should take away and what are the supporting points they should take away?
- This is the single most important thing you can do in planning your talk. As Yogi Berra is reputed to have said, "You've got to be very careful if you don't know where you're going, because you might not get there." Know where you are going and plan from there.
- Consider the shape of the talk: when will you be presenting, when will you have more back and forth with questions, when will you have a more major discussion (if any)? This is not set in stone, but you should have some idea of how you want things to play out.

### Think about your goals for the readings.

- What do you want people to learn from the readings? Again, try to articulate this.
- Draft some questions for people to consider while and after they read.

### Think about image needs.

- Think about photos you might need from me -- and get me your needs as early as possible (at least a week ahead, please!).

## After you meet with me:

- Please send me your reading list in full APA citation format ([click here](#) for examples) with notes and study questions interwoven as appropriate (see below).
- Put the readings in the order you want people to read them (more important or more fundamental readings first).
- Next, develop any guidance you want for the class regarding the readings and interweave this with the paper citations ("This is a pretty tough article; make sure you understand the first two pages of the Results section, but don't worry too much about the other details...")
- You should try to create a small number of study questions to help focus the students' thinking or to set up a class discussion on specific topics.