How to talk to a bunch of people

1. Talk loudly and distinctly and speak to the people in the room: everyone should hear you, even if they're in the back of the room. Try to speak clearly. Speak more slowly than you think necessary – almost everyone talks too fast when nervous.

2. Write big: if necessary come into the room before the presentation, and look at your writing or slides or overheads from all parts of the room *before* anyone else.

3. Prepare: know what you are talking about. Easy to say? Think of the questions people may ask. Try to show how what you are talking about connects with the interests of the people you're speaking to.

4. Make "eye contact": you are trying to persuade people.

5. Talk to everyone in the room: survey the room periodically. It surely *isn't* your responsibility to wake everyone up, but ... aside from the folks who are asleep or whose brains are asleep, you should be talking *to* everyone.

6. Ask for questions or encouragement or acknowledgment: try to involve the audience in your discussion. You *are* trying to persuade people, but you are probably *not* trying to coerce them! Try to answer questions when you can, and answer them in a friendly way – you're almost surely there to explain and not to impress!

7. Do the easy computations; do the easy cases: do enough so that people can *really* understand them. I've never been at a lecture where someone has gotten up and said, "That's too easy!" and then walked out. Just because you may have prepared things until almost everything is *obvious* or *trivial* to you doesn't mean that all the other people have been obsessing about this material similarly.