

# **MBG 106 - Complementary Skills** **(Ανάπτυξη ακαδημαϊκών δεξιοτήτων )**

## **ACADEMIC SKILLS DEVELOPMENT –** **IV. Speaking**

MSc in Translational Research, Dept  
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**(M. Chatzaki, MB&G, Duth)**

# Why is it important to give a good talk?

- We live in a scientific COMMUNITY
- What you know is important to be shared!
- First impressions matter
- There's no point doing good work if others can't understand what you did
- Helps you sort out what you've done, and understand it better yourself.
- Good practice for a teaching career! Good practice for any career!

## 3 steps:

- Preparing the scientific part
- Preparing the presentation (powerpoint)
- Preparing to talk

# Preparing the scientific part

# Know your topic

- Understand EVERYTHING you present –Scientists can see right through you when you don't.
- Think of what questions you could be getting. This will probably make you understand something new and important about your work.
- Know more than you actually say
- Be deep in your knowledge–give the audience the feeling that “*this is only the tip of what I know*”.

# **Preparing the presentation (powerpoint)**

# Talk structure (e.g. congress)

- **Title** = first impression – has to be precise and attractive/original

# A first approach on the study of the arachnofauna in the Dadia National Park, in North-East Greece: a taxonomic and biogeographic analysis



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## Introduction

The Dadia-Lefkimi-Soufli National Park (Dadia NP) was established as a nature reserve in 1980 mainly due to its great variety of birds of prey. Many groups of animals as amphibians, reptiles, orchids, vascular plants, grasshoppers, beetles and butterflies have been well studied in this area. Until present, there is no study for spiders in the Dadia NP.

## Study area

The study area of the Dadia NP is situated in northeastern Greece (40°59'–41°15'N, 26°19'–26°36'E) (Fig. 1). It is a hilly area, extending over 43000 ha, with altitudes ranging from 20 to 650 m, including two strictly protected core areas (7290 ha). In these, only low-intensity activities such as periodic grazing and selective wood-cutting are allowed, under the control of the local Forest Service of Dadia NP. The core areas are surrounded by a buffer zone where certain human activities are also allowed, such as domestic livestock grazing, small agriculture fields and controlled logging. The climate is sub-Mediterranean with an arid summer season (approximately July–September) and a mean annual rainfall ranging from 556 to 916 mm. Mean annual temperature is 14.3°C with lowest values in January and highest in July–August. The forest is mainly characterized by extensive pine, oak stands and maquis, whilst the semi-open forested zone, agricultural fields and grasslands cover only 25%.

Fig. 1 Dadia-Lefkimi-Soufli National Park



## Material and Methods

The material here presented originates from fifteen sites, located inside (thirteen) and outside (two) the borders of the protected area (Fig. 1). Most of it makes part of the PhD thesis of the third author, while the rest comes from field work expeditions organised by the last author. All material is deposited at the Natural History Museum of Crete (NHMC). Table 1 shows the habitat type of each site, NHMC field codes, collecting dates and name of collectors. Material was collected using pitfall traps (12 cm height, 9.5 cm diameter) with very few exceptions. The killing preservative was propylene glycol. At each site, 10–15 traps were set and changed in monthly or two-months intervals during the whole year, or only in the maximum diversity period.

## Results

In total, 132 species from 24 families have been recorded. Seven of them represent new species and 12 species are new records for the spider fauna of Greece. According to their distribution, the established species can be classified into 25 zoogeographical categories, grouped into four chorological complexes (widely distributed, European, Mediterranean and Endemic). The relatively high number of chorotypes (25) can be explained with the fact that this area is situated in the transition zone of the European, Mediterranean and the Pontic biogeographical regions

Table 1. List of collecting sites abbreviations, NHMC field codes, habitat types, sampling dates and collector names.

Site	Date	Collector	NHMC field code	Habitat type
1	2012-07-01	M.K., K.Z.	1201	Forest
	2012-07-02	M.K., K.Z.	1202	Forest
	2012-07-03	M.K., K.Z.	1203	Forest
	2012-07-04	M.K., K.Z.	1204	Forest
	2012-07-05	M.K., K.Z.	1205	Forest
	2012-07-06	M.K., K.Z.	1206	Forest
	2012-07-07	M.K., K.Z.	1207	Forest
	2012-07-08	M.K., K.Z.	1208	Forest
	2012-07-09	M.K., K.Z.	1209	Forest
	2012-07-10	M.K., K.Z.	1210	Forest
	2012-07-11	M.K., K.Z.	1211	Forest
	2012-07-12	M.K., K.Z.	1212	Forest
	2012-07-13	M.K., K.Z.	1213	Forest
	2012-07-14	M.K., K.Z.	1214	Forest
	2012-07-15	M.K., K.Z.	1215	Forest
2	2012-07-16	M.K., K.Z.	1216	Forest
	2012-07-17	M.K., K.Z.	1217	Forest
	2012-07-18	M.K., K.Z.	1218	Forest
	2012-07-19	M.K., K.Z.	1219	Forest
	2012-07-20	M.K., K.Z.	1220	Forest
	2012-07-21	M.K., K.Z.	1221	Forest
	2012-07-22	M.K., K.Z.	1222	Forest
	2012-07-23	M.K., K.Z.	1223	Forest
	2012-07-24	M.K., K.Z.	1224	Forest
	2012-07-25	M.K., K.Z.	1225	Forest
	2012-07-26	M.K., K.Z.	1226	Forest
	2012-07-27	M.K., K.Z.	1227	Forest
	2012-07-28	M.K., K.Z.	1228	Forest
	2012-07-29	M.K., K.Z.	1229	Forest
	3	2012-07-30	M.K., K.Z.	1230
2012-07-31		M.K., K.Z.	1231	Forest
2012-08-01		M.K., K.Z.	1232	Forest
2012-08-02		M.K., K.Z.	1233	Forest
2012-08-03		M.K., K.Z.	1234	Forest
2012-08-04		M.K., K.Z.	1235	Forest
2012-08-05		M.K., K.Z.	1236	Forest
2012-08-06		M.K., K.Z.	1237	Forest
2012-08-07		M.K., K.Z.	1238	Forest
2012-08-08		M.K., K.Z.	1239	Forest
2012-08-09		M.K., K.Z.	1240	Forest
2012-08-10		M.K., K.Z.	1241	Forest
2012-08-11		M.K., K.Z.	1242	Forest
2012-08-12		M.K., K.Z.	1243	Forest

Table 2. List of spider species of Dadia National Park. Abbreviations: ANA = Anatolia, BALR = Balkans, CBAL = Crete-Balkans, EMA = Euro-Mediterranean, EMI = E-Mediterranean, EME = E-Mediterranean-Europe, EMEA = E-Mediterranean-Mediterranean, EMEA = Euro-Mediterranean-Mediterranean, EEA = Eurasian, EUC = Euro-Caucasian, EUR = European, EUS = Euro-Siberian, GRS = Greece, IOL = I-Holartic, MED = Mediterranean, MGA = Mediterranean-Mediterranean, PAL = Palaearctic, PMA = Ponto-Mediterranean, PUN = Ponto, RUD = Palearctic, SIC = S-European-Caucasian, SEM = S-European-Mediterranean, SEU = S-European.

Species	Zoogeography	New record for Greece	New species	HOLOTYPE: ♀	PARATYPE: ♀
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1201	1202
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1203	1204
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1205	1206
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1207	1208
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1209	1210
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1211	1212
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1213	1214
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1215	1216
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1217	1218
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1219	1220
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1221	1222
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1223	1224
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1225	1226
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1227	1228
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1229	1230
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1231	1232
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1233	1234
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1235	1236
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1237	1238
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1239	1240
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1241	1242
<i>Dysdera</i> sp. n.	EUR	+	+	Dadia, Greece, 2012, 1243	1244





# "ΑΑΤ! ΤΙΣ ΕΙ?" - AND IF YOU WERE A SPIDER, WHOSE YOU WOULD BE? - A FAUNISTIC ANALYSIS OF GROUND SPIDERS AT THE NE BORDERS OF GREECE"

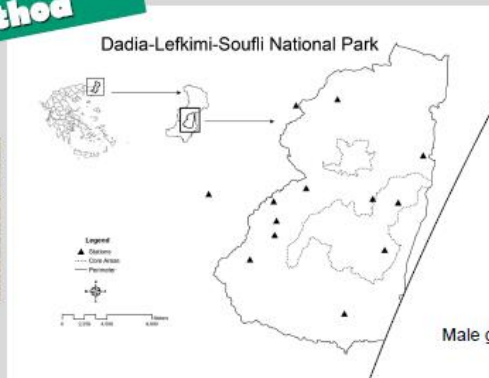


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## HALT!..or..Study area & Method



Pitfall traps



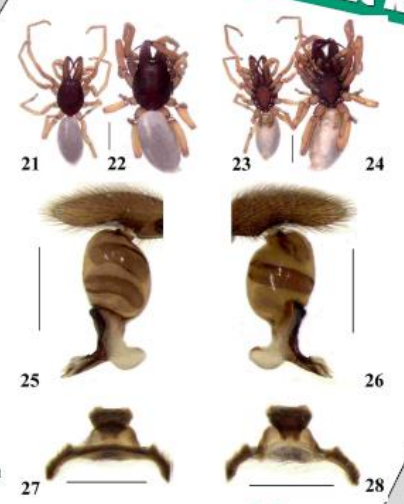
Impressive habitat heterogeneity within a small spatial scale, i.e.

Extensive pine, oak stands & maquis, semi-open forested zone, agricultural fields & grasslands:

15 sampling sites



## ΤΙΣ ΕΙ?..or.. Taxonomic RESULTS



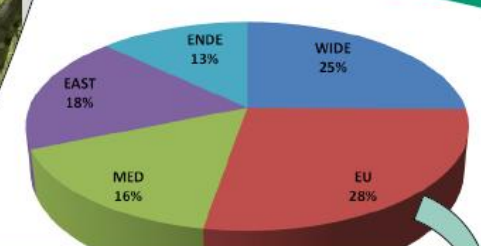
Male genitalia

Female genitalia

*Dysdera kiris*  
Komnenov & Chatzaki sp. n.

- 132 spp recorded (as compared to 39 spp previously recorded)
- 12 species newly recorded from Greece
- 7 species new for science, like for example...

## & whose they would be?..or.. Biogeographic RESULTS



# Talk structure (e.g. congress)

- **Title** = first impression – has to be precise and attractive/original
- **Background**
  - Sets the stage for YOUR research -“what you are going to tell them” into context
  - Needed to varying degrees, according to audience
  - Simple for everyone to understand but at the same time science-oriented – equilibrium!
- **Motivation** –expose the major gaps that motivate your research, why “what you are telling them” is critical and important

# Talk structure (...continued)

- **Research slides**

- Should be understandable to most audience members (the non sleepy ones!)
- Focus on the important, broad-interest results
- Think of take-home messages (repetition is accepted if time or importance allows so) **AND WRITE THEM ON THE SLIDE!**
- Put general titles to each slide
- Graphs may have to be rearranged for presentation needs (legible legends, larger fonts, distinguishing colors etc)

- **Conclusion**—“what you told them”

- **Future work and ideas ~prospect**

- How many slides? ~1min/slide + time for questions.

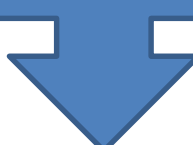
# Refinements

- Include high quality, original graphics
- Think of copyright and source issues, if necessary
- Use at least 18pt letters, preferably of simple-line letters [ cvffgsdghsdfgsCXVZCV**bxexc** *xxxzxfwr* FG SG SG H VCCVXSARYGfdnc fhh, nrbjghkf ]
- Use colors – **DON'T USE YELLOW ON WHITE BACKGROUND** or **BLUE ON BLACK BACKGROUND!**
- Use a plain background to avoid distracting the audience
- Use animation, but avoid distracting your audience with too much or needless animation schemes
- Everyone likes movies or a bit of blackboard work!

- Keep text short using keywords rather than long sentences
- Make them want to know more
- Don't say everything during the talk, let some tips to be taken out of questions
- Make links through the back and forth slides (e.g. *“keep this in mind, we will come back to it”*)
- Take your audience on a journey by telling them an interesting story

# Communicate What You Want the Audience to Know

Here's a good tip:  
prepare well  
before the event.  
Then go back to it



After having prepared the whole thing,

**REVISE! :**

- Think about how much you can legitimately take away from a talk, even when you find it really, really interesting
- You may think you are repeating yourself too much, but probably not!
- Keep with the main message (one or two are enough for a 15 mins talk)

# Audience adjustments

- Always bear in mind the qualities of your audience and the reason/aim of your talk
- The same topic may be completely transformed according to your audience

# Different types of presentation

- Quick 1-minute “what I do” talk
- Journal club (peer to peer)
- Congress presentation (usually 15-20 minutes)
- Scientific meeting (peer to peer)
- Job talk (peer to peer)
- Course (workshop, seminar to students of various levels)
- Interview
- Thesis defense



# Know level and interest of your audience

- **Short informal presentation** (5 min): describe what you're doing and give **ONE result**
- **Journal club talk** (15 min): describe a journal paper submitted or in preparation – Assuming familiarity, keep background to minimum and concentrate on the **actual work**
- **Scientific meeting** (15-30 min): present unpublished research to wider audience - Focus on **unpublished research**, but include **more background** material to accommodate diversity of audience
- **Workshop presentation**: directed to a specific, collective task - Target objectives of your session. Use results old and new, yours and others', as appropriate, but make sure to **put your landmark** and advertise your work!
- **Research seminar** (~1 h): broader audience (perhaps with varying background) interested in your topic and the latest news about it – Keep it **simple but interesting** and important. Use enough background to make the topic understandable but do not broaden too much or the audience will lose the focus



**Thesis defense**



**Interview**

## What they have in common:

- Never enough time to talk about everything
- All of them reflect on you
- All of them need a clear goal and message
- All of them need practice & polish
- You always have to convince your audience about the messages of your talk

## They differ in...

- In the actual goal and message

# Preparing to talk

# Before you start:

- PRACTICE
- PRACTICE
- PRACTICE
- PRACTICE
- PRACTICE OUT LOUD!!!!!!!!!! HEAR YOUR VOICE!!!!
- PRACTICE IN THE MIRROR!!!!
- PRACTICE IN FRONT OF FRIENDS!!!!
- BE FLUENT WITH YOUR ENGLISH!!!!
- IMMITATE HINTS TAKEN FROM NICE TALKS

And then...

**OFF YOU GO ON STAGE!**

# Body language & stress management

- Take some time before the talk to set up everything and..
- **BREATHE!!!!**
- Make **eye contact**
- Do not stare at a single person or (**worse**) at your slides or (**even worse**) at the wall! Scan the room
- **Smile** and/or use some (good) humor: it relaxes both the audience and you
- Be **cautious about too much movement**: it expresses too much nervousness

# Body language & stress management

## *(continued...)*

- Allow to be interrupted but not too much.
- Try not to lose your concentration
- Never go over your **allotted time**
- **Never rush through your final slides** because you're running out of time –throw away material on the fly instead ~ be **flexible** and **aware**!
- Know in advance what material can be omitted if necessary. People are never mad if you end early!

## What if something goes wrong?

- Remember: this is NOT your fault,...
- ...Therefore, STAY COOL
- Ask for some help
- If the problem takes too long to be fixed, try to start at all possible circumstances
- Your audience will sympathize and admire you for doing the best you can



## And remember:

- If you are unconvinced, so is the audience
- If you are convinced, the audience may still not be
- Expressing yourself technically helps you look and be professional
- You are joining a long-term community so take good care of your image...
- Keep your self esteem, remember **you are a mirror of yourself when talking!**
- At any time or circumstance, **RESPECT your audience!!!**

# Questions

- Questions are to be expected and welcomed
- If you are well prepared (*see* scientific part) then you have nothing to be afraid of
- Try to speculate possible questions during your preparation
- If in trouble, be sincere: e.g. “...this is outside my sphere of knowledge, but an interesting point for future work/thought”
- Your response should not be to the questioner but to the audience
- Keep answers to questions brief
- Thank the questioners!

# Stress management

Being in stress is the most natural thing to occur. It is not only happening to you!!

Try to use the flow of adrenaline as a positive force

## Some tips:

- Know at least the first few minutes of your talk by heart
- Concentrate and keep focused
- Get acquainted with your audience
- Begin by thanking your hosts or your chair. Say hello to the audience, thank them for being here
- Acknowledge specific people in the audience, if related to your topic
- Thank the people who helped you

# Revisiting

- ❑ Know your audience!
  - ❑ Prepare!
  - ❑ Practice!
  - ❑ Keep focused!
- 
- ❑ Actively take notes about what you like, or what was successful in a talk you just saw or made...use that as a model. BUT:
  - ❑ Finally it is your own thing: you will develop your own style after lots and lots of oral presentations

In the end you will be happy and satisfied with yourself! Try to not miss that part!