

# HOW TO PREPARE FOR GIVING A TALK IN THE POSTGRADUATE SEMINAR

**FIND A MATHS TOPIC YOU FEEL PASSIONATE ABOUT.**

**SEND US AN EMAIL SO THAT WE CAN FIND A DATE THAT WORKS FOR YOU.**

**THINK ABOUT THE FORMAT. YOU CAN EITHER DO A BLACKBOARD TALK OR PREPARE SOME SLIDES BUT, EITHER WAY, BEAR IN MIND THAT THE TALK MUST LAST AT MOST 50 MINUTES.**

**THINK ABOUT YOUR AUDIENCE. THIS IS NOT A SPECIALISED SEMINAR SO DO NOT ASSUME THAT PEOPLE WILL KNOW DEFINITIONS THAT YOU FIND BASIC. A GOOD RULE OF THUMB IS TO PREPARE THE TALK IN SUCH A WAY THAT AT LEAST THE FIRST THIRD CAN BE EASILY FOLLOWED BY ANYONE WHO IS A POSTGRADUATE STUDENT IN MATHEMATICS, AND THE REMAINING TWO THIRDS ARE ACCESSIBLE TO A STUDENT WORKING IN YOUR AREA.**

**PREPARE A TITLE AND A SHORT ABSTRACT (80 WORDS) AND SEND IT TO US AT LEAST ONE WEEK BEFORE THE DAY OF YOUR TALK.**

**PRACTISE YOUR TALK. PRACTICE MAKES PERFECT, AFTER ALL.**

**THE DAY OF YOUR TALK, PLEASE ARRIVE 5 MINUTES BEFORE THE TALK SO THAT YOU CAN PREPARE YOUR MATERIAL TO START AT NOON.**

**ENJOY AND HAVE FUN!**

