TED Ed Talks
Your ideas are worth spreading!

Over the next few weeks, we will be working on our Course Culminating presentations. Please see the student agenda for information on evaluation of the Course Culminating activities.

This project will be worth 30% of your final grade.

Talks should be 5-9 minutes in length. Talks that exceed or fall short of these timelines will not meet the requirements of the project.

Step One: Rough Work
Rough work for the talk was done as part of the course work (from the beginning of the year) and appears in the 70%.

Step Two: Script Development

Planning is an important part of any talk. You have already completed the research. Make sure that your notes include commentary and are NOT simply cut and pasted from your sources. You will need to include annotations and evidence that you are working with the research (notes on where you may use certain information and how…)

We will review drafts of your script, looking for the following:

Structure
This is the foundation of a good script. Make sure your script has a clear introduction, middle, and end.

Brevity
You should know how many minutes you have for your talk. Make sure their script is an appropriate length for your time slot, or else your content may seem cramped. Think: Is there more than one major idea here? If so, which is the best? Hone in on the one major point you're trying to make.

Purpose
Every point within a talk should serve the purpose of proving the talk's main idea and its importance. Make sure these points will be understood by the audience, and there's a clear explanation as to why they matter.

You also want to make sure the talk is relevant to the audience. Does this talk make a connection with the class? Is it relatable? Speakers should always keep the listener and what they might want or need to know in mind.

Step 3: Creating Your Slides/Visual

If you are using slides, video, props, costumes or any other visuals, less is more. A single, strong, graphic image or succinct line of text will tell your story better than a crowded collage of pictures or long paragraph. Remember, people need to process everything you are saying while simultaneously absorbing the slides.

When it comes to images and design:

Make sure the slides are image rich, and easy to understand.
Only use high-resolution pictures and graphics.
Keep graphs visually clear, even if the content is complex.

When it comes to text and content, consider:

Do the slides have a lot of text? Text-heavy slides will only distract the listener from the heart of the message. When it comes to text, less is more.
Do the slides have too much information? No slide should support more than one point.
Is each slide necessary? Too many slides can be distracting. Make sure every slide has a purpose – for those that don't, cut them.
Prepare slides for presentation

Keep in mind:

Text size is important, 24pt is the smallest size you could use (you'll usually use bigger font than this).
Consider the style of font you will use. Does it help set the tone for the content (generally, a sans serif font is preferred, serif fonts generally work better on paper)?
The slide text should be large enough to be legible to the person sitting farthest from the screen. Make sure you test this during rehearsal, and make changes if needed.
Use a simple slide background
A simple background keeps the text readable. If you are using a dark or black background, make the text bold.

Slides/Visuals due: _May 7_____

Step 4: Rehearsals

Rehearsals – and a lot of them – are a necessity when it comes to delivering a fantastic talk.

Rehearse! Rehearse! Rehearse!

Once you have a solid draft of your script, you should start rehearsing your talk. The key to a great talk is to start rehearsing as early as possible.

You will be getting support and coaching each other during this process through both positive and constructive feedback. Be sure to choose a coach who will be able to offer BOTH types of feedback.

Here are some best practices:

Body language
• When you step onstage you should feel comfortable to let a beat or two go by, take a breath, and anchor your feet before beginning.
• Rehearse standing still. Pacing on stage makes life difficult for the camera operator and can ruin a video.

• Work on physicalizing the talk – gestures can help you emphasize important points.

Script and memorization
• Record, view, repeat. This is a great way to see when bits of your talk aren't quite right. Use your camera phone or other tech to record and view your presentations.
• When you sound too rehearsed, you're not done rehearsing. You should run through the talk again and again, until you don't have to think about that fact that you're reciting a script. Rehearse until the words feel like an integral part of your being.

Emotion and tone
• Find a conversational tone. One way to help your partner with this is to ask them to imagine they're at a dinner party telling the one story of the night that will make the whole table pause.
• Encourage your partner to tap into honest, contagious emotions during their talk – wonder, optimism, anger, surprise, etc.

Other things to keep in mind
• You may not use a podium or cue cards/paper. These objects disconnect you from the audience, create an overly formal atmosphere, and encourage a presenter to read from their notes. (Which is always boring to watch.)
• You should have the opportunity to rehearse as many times as possible. Find one or two people to whom you can always turn for practice sessions, and/or consider organizing special rehearsals where you can present in front of small, live audiences.
• You will be held to a strict time limit (talks may never be longer than 10 minutes).

Work out the kinks
Here are some foibles and quirks to look for, point out, and eliminate from your talk:

Talking about your talk	Apologizing to the audience
Asking questions when statements would be clearer	Introducing too much vocabulary
Redundancies	Repetition
Reading quotes	Whispering
Yelling	Nervous pacing
Awkward stillness	Failing to admit controversy
Overstating points	Utopianism
Dystopianism	Forcing emotions
Unnecessary slides	Making silly puns
Purely anecdotal evidence	

What (not) to wear
Speakers and performers should not wear stripes, large logos or complicated patterns. You should wear something comfortable that you feel good in. Nothing too formal. No ties. (Unless they're cool ties!)

Slide control
Will you have control over your slides? If you wish to bring an Apple mouse for advancing your slides, make sure you rehearse with the remote multiple times so you can remember when each slide should change. Alternatively, you can have someone offstage change slides using their script as a guide. You may also set the slides to change at specified time intervals, however you MUST rehearse this option several times in order to get the timing right. This decision is yours.

Rehearsal Dates: __May 5 & 7_____

Step 5: Presenting & Listening

You will be required to both speak AND listen. Remember our talks about what makes a good audience. Come to class prepared to take notes on each talk, as you will be required to refer to at LEAST 5 talks in your reflection (to be completed after the talks have concluded).

Remember that these talks will be recorded and the intention is to have them ready to be uploaded to YouTube. Whether or not they are ever uploaded, they should reflect the polish required for a published talk.

Your Presentation Date: _____

Step 6: Formatting and Editing the Video

All videos must be formatted and edited according to the guidelines in your Idea Book. Please see me if you need any help with this task.

You may edit your slides or visuals into your video, but you may not re-record your talk. You may NOT include an intro, as they are added by TED Ed after the fact (when we upload).

Videos MUST be submitted in mp4 format.

Due Date for completed video: May 28 _____