

# **JOB TALKS**

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# TOPICS:

- Preparation
- Body Language
- Integrating  
Powerpoint
- Mastering the Q&A



# PREPARATION

- Know your audience
- Finalize content early
- Pick a role model
- Break up sentences
- Use clear transition language
- Mark up your script
- Keep to the assigned time
- PRACTICE, PRACTICE, PRACTICE!



# BODY LANGUAGE

- Scout out your space
- Greet audience
- Plan visual anchor points
- Power stances
- Work the room
- Face the audience



# INTEGRATING POWERPOINT

- Use to complement talk
- Less is more
- Include slide cues/slides in script
- Insert blank slides as necessary
- Save in multiple places, plan for tech issues
- Finish with title slide



# MASTERING THE Q&A

- Know your audience
- Use substantive filler language to buy time
- Anticipate the unexpected:
  - Ex. 1 – The Garbled Question
  - Ex. 2 – The Selfish/Hostile Question
  - Ex. 3 – The Unanswerable Question



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