

Planning Your Talk

Day1 Worksheet · REU 2026

Name: _____

This is a *planning* sheet. You fill it in *before* you make any slides. You are presenting *your own* paper, so the job is not to invent a story. The job is to choose which part of your own work to show, in what order, and to leave Monday with the layout of the talk in your head.

Start here: the takeaway

What is the one thing you want the audience to remember after your talk? Write it in a single sentence. Keep it in view: every choice below should serve this.

Stage 1: Scope

Which aspect of the paper are you taking? Choose the part you can speak about freely, without leaning on notes, not the most impressive result.

What are you deliberately leaving out, and where do you point people who want it (e.g. “see the paper”)?

Stage 2: Direction

Who is this audience? Name them in one line. (What do they already know? What is new to them?)

*Given that audience, do you go **bottom-up** (the pieces that built to your main theorem) or **top-down** (state the theorem first, then fill in the pieces)? Write which, and one sentence on why it fits this audience.*

Stage 3: Draft Skeleton

List, in order, the pieces from your manuscript you will pull in: each definition, result, picture, or idea, one per line. This is the skeleton of the talk. Do not style anything yet; just get the bones in order. (If you reference an equation, make sure it appears somewhere in the list.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9.

10.

*By the end: a one-sentence takeaway, a scoped topic, a chosen direction, and an ordered skeleton.
That is your layout.*