

Structuring Your Slides

Day2 Worksheet · REU 2026

Name: _____

Today is about *how each slide is built*, not yet what you say out loud (that comes at rehearsal). Two jobs: first build your three opening slides; then take *every* slide and pass it through the checklist while sitting in the audience's chair.

Part A: Your Three Opening Slides

Slide 1 — The Goal

Your big claim, stated as the destination of the talk. What is the one thing this talk sets out to do? Put it where the audience sees it early.

Slide 2 — Why It Matters (the stakes)

Why should the audience care? The application, or the gap in what was known. Earn their attention before any math.

Slide 3 — The Cast & The Key Idea

***The cast:** which objects carry the argument? Name them so the audience can tell them apart.*

***The key idea:** the one move the result turns on, in a line.*

Part B: Pass Every Slide Through the Checklist

Sit in the **audience's** chair. For each slide, go down the list. A slide is ready only when you can tick *every* box. The criteria:

A. No full sentences.

Short phrases or itemized points, never prose.

B. Key notation highlighted.

The important symbols are emphasized with `\textcolor` so the eye lands on them.

C. Restates what's needed.

The definition or result this slide leans on is recalled here, so the audience isn't sent back to slide 1.

D. Theorems broken up.

Hypotheses and conclusion are itemized, not dumped as one block of text.

E. Emphasis is visual.

The thing you want noticed is highlighted (color, bold, or a block), not buried.

F. Visual & structured.

A diagram where one helps; if no diagram, use blocks, itemize, and highlight instead of a wall of math.

G. One idea, not crowded.

The slide does one job. If it does two, split it; if it adds nothing, cut it.

H. Title fits the slide.

The frame title accurately captures what this slide is actually doing.

Toolbox: block environments, `itemize`, `\textcolor`, `highlight`, checkmarks, a TikZ diagram, a comparison table.

Tick each slide left to right. Use the last column for the fix it still needs.

Slide	A	B	C	D	E	F	G	H	Fix needed
1	☐	☐	☐	☐	☐	☐	☐	☐	
2	☐	☐	☐	☐	☐	☐	☐	☐	
3	☐	☐	☐	☐	☐	☐	☐	☐	
4	☐	☐	☐	☐	☐	☐	☐	☐	
5	☐	☐	☐	☐	☐	☐	☐	☐	
6	☐	☐	☐	☐	☐	☐	☐	☐	
7	☐	☐	☐	☐	☐	☐	☐	☐	
8	☐	☐	☐	☐	☐	☐	☐	☐	
9	☐	☐	☐	☐	☐	☐	☐	☐	
10	☐	☐	☐	☐	☐	☐	☐	☐	
11	☐	☐	☐	☐	☐	☐	☐	☐	
12	☐	☐	☐	☐	☐	☐	☐	☐	
13	☐	☐	☐	☐	☐	☐	☐	☐	
14	☐	☐	☐	☐	☐	☐	☐	☐	
15	☐	☐	☐	☐	☐	☐	☐	☐	

The Slogan

Now that the whole talk has a shape, write your slogan: the one jargon-free line the audience repeats to a colleague.
