

So, You Have to Give a Talk?

Most people fear delivering a presentation in front of a group. This is true for a short informative presentation at a meeting with peers or for a longer technical presentation to a group of specialists. With a little initial planning and organization, your content will make more sense to your audience and you will have more confidence when you speak. This session will describe a formula for structuring your information, however long the presentation, and provide tips on being a more engaging presenter.

Speaker: Ann Christoffersen

Ann has been an RGI Consultant for 17 years and has been in the technical communication field since 1990. She has developed and delivered written and oral communication skills courses in both the United States and Canada.

She holds a BS in Computer Science and Mathematics from Clarkson University and has a Masters of Science degree in Instructional and Performance Technology from Boise State University. She is a Certified Human Performance Analyst specializing in Front End Analysis, developing training programs to support major systems acquisitions. Ann is retired from the US Army Reserve, with over 20 years combined service from Active Duty, National Guard, and Reserve components.

Ann has been a technical writer for Accelerated Technology, Inc. working with programmers and customer support to develop effective user guides. As a consultant, she has worked with companies to comply with various portions of the Americans With Disabilities Act. She was also an outreach instructor for South Western Oregon Community College and the University of Southern Alabama teaching business writing skills and editing skills. Ann has also worked with the IEEE press reviewing and editing several books prior to publication.

Ann teaches regularly to the General Electric, APEGM, Manitoba Hydro, SaskTel, and TetraTech, an engineering consulting firm. Her teaching experience is extensive, across varied audiences, and she has mentored many other presenters.