

**University of North Dakota  
Department of Geology & Geological Engineering**

**Geol 421 and Geol 422 – Seminar I and II  
Hartman**

**Class Discussion –  
Elements of a Good Artifact Talk**

**In delivering a talk, remember to**

- Organize thoughts and ideas
- Polish articulation
- Use appropriate vocabulary
- Be aware of mannerism (hand, eyes, speech, etc.)

**In delivering a talk, organize your thoughts**

- Minimize the use of jargon and
  - Use analogy as warranted
- 1) Introduction
    - A. Decision on artifact selection
      - i) Why it was chosen?
      - ii) Where it comes from?
  - 2) Describe function, purpose, and utility
    - A. History of development
    - B. Personal use history
    - C. General function
    - D. General purpose
    - E. Specific utility
  - 3) Describe components, if any, and refer to function
  - 4) Demonstrate use and function
    - A. Safety, supervision required, user qualifications
    - B. Maintenance schedule, storage requirements
    - C. Availability
  - 5) Concluding remarks