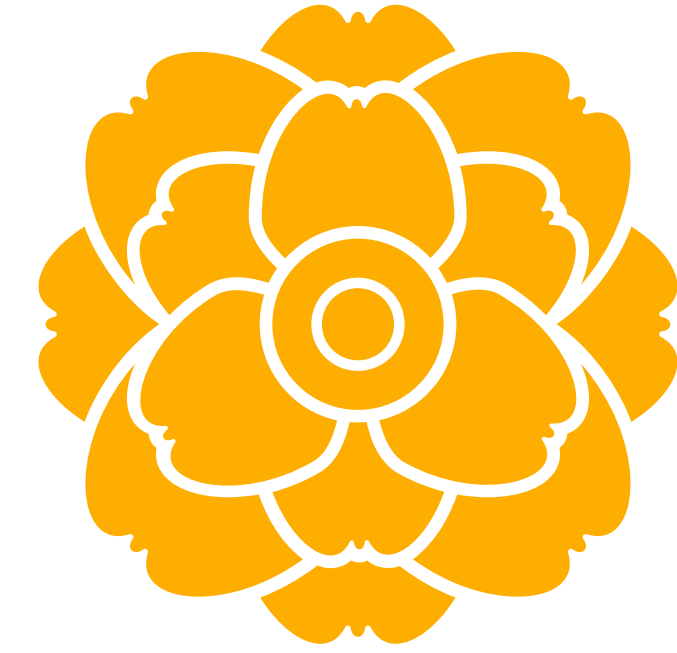


Academic Presentations

Warm-up

Self-reflection:



1. Have you ever given a presentation before?

2. What was the context?

3. What went well and what could have gone better?

4. Have you got any tips for others who are planning to give a presentation today?

Overcoming Nervousness: Checklist

✓ *I'm worried that other students won't understand me because of my pronunciation.*

✓ I think I'll forget what I want to say when I stand in front of a group.

✓ *I feel uncomfortable making eye contact with the audience.*

✓ I think the other students will be bored because I speak slowly in English.

✓ *I've been told I talk too fast.*

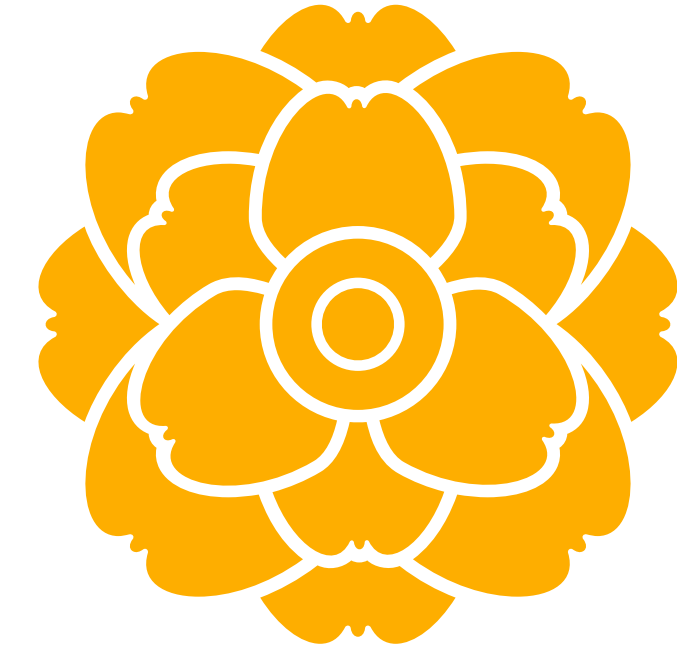
✓ I am afraid I will not be able to express myself clearly.

Is there anything else that makes you nervous?

Tips for Overcoming Nervousness

- Practice your speech so that you feel in control of the contents.
- Ask a friend or family member to listen to your speech and give feedback.
- Stand where you can see all the members of the audience.
- Keep your hands free so that you can gesture. Gesturing helps you look and feel more confident.
- If you are worried that you will forget information, put a small piece of paper with notes in your hand or on a table next to you. Quickly review it before your speech.
- Take several deep breaths before starting.
- Begin at a slow pace. Don't rush.
- Project your voice. A strong voice can give you confidence and convince the audience that you have control over your topic.
- Act confident. Maintain eye contact and a friendly attitude toward the audience. Try smiling when you start your introduction.
- If you are really nervous, you may get some relief by telling the audience that you are nervous, especially if you are in an informal setting with your peers.

Rules for Successful Oral Communication



Review:

What are the three rules of successful oral communication?

Rule 1: Deliver what the audience wants to hear

Rule 2: Keep it short and simple, but be professional

Rule 3: Remember your common thread or main point

Rules for Successful Oral Communication

Rule 1: Talk to the Audience

We do not mean face the audience, although gaining eye contact with as many people as possible when you present is important since it adds a level of intimacy and comfort, even if poster sessions are quite informal. Do prepare some brief sentences that address your target audience. Be sure you know who your audience is—what are their backgrounds and knowledge level of the material you are presenting and what they are hoping to get out of the presentation?

Deliver what the audience wants to hear.

Rules for Successful Oral Communication

Rule 2: Less is More

A common mistake of inexperienced presenters is to try to say too much. They feel the need to prove themselves by proving to the audience that they know a lot. As a result, the main message is often lost, and valuable question time is usually curtailed. Your knowledge of the subject is best expressed through a clear and concise presentation that is provocative and leads to a dialog during the follow up discussions—even if they are informal.

Keep it short and simple, but be professional.

Rules for Successful Oral Communication

Rule 3: Be Logical

Think of the presentation as a story. There is a logical flow—a clear beginning, middle, and an end. You set the stage (beginning), you tell the story (middle), and you have a big finish (the end) where the take-home message is clearly understood.

Remember your common thread or main point.

Two Basic Ways of Speaking

Becalming and animating

BECALMING		ANIMATING
even and smooth	<i>RHYTHM</i>	accents and emphases
even, calm, rather slow	<i>RATE OF SPEECH</i>	alternating slower and faster parts
even	<i>LOUDNESS</i>	alternating softer and louder
little variation, rather low	<i>PITCH VARIATION</i>	alternating in pitch

Rules for Successful Oral Communication

Styles of Presentation: Keep it Simple

Animating style



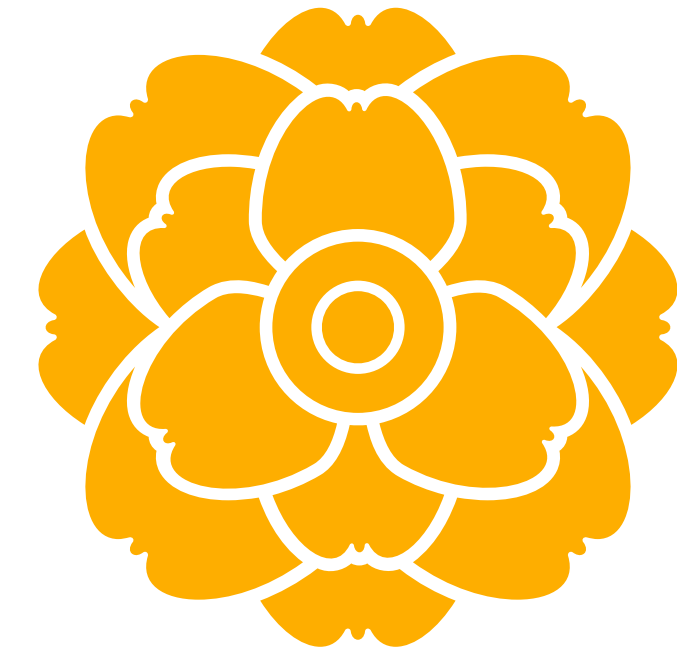
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Becalming style



Louder Please ... Some Ideas

- think 'full voice' instead of 'louder', don't push the air or speak on a higher pitch
- relax and feel your feet on the ground
- speak a little bit slower so your voice has time to develop sound
- keep your forward focus (resonance)
- wake up your articulation (lips, tongue, lower jaw)
- relax your belly while inhaling
- connect your body with your voice
- look at them when you speak (don't face the flip chart)
- turn on your 'breast bone light'



First read to yourself, then practice outloud using “breast bone light”

Honesty is always the best policy.

Everyone is interested in Eric's opinion.

Ann is older than any of you.

Emily exhibited exciting artwork.

Are you and Ann meeting Ira at the movies?

Only a few people were at the store.

Ann expects Alex to investigate our accident.

I observed interesting animals in Oregon.

Discuss Key Results

In a presentation, discuss key results, not all the results, focusing on:

1 - *the most important results or findings*

2 - *any surprising or unexpected results or findings*

3 - *more results, not covered in points 1 and 2, that in any case an audience at a conference might be interested in (current events or the theme of a conference or conference group)*

Data Commentary

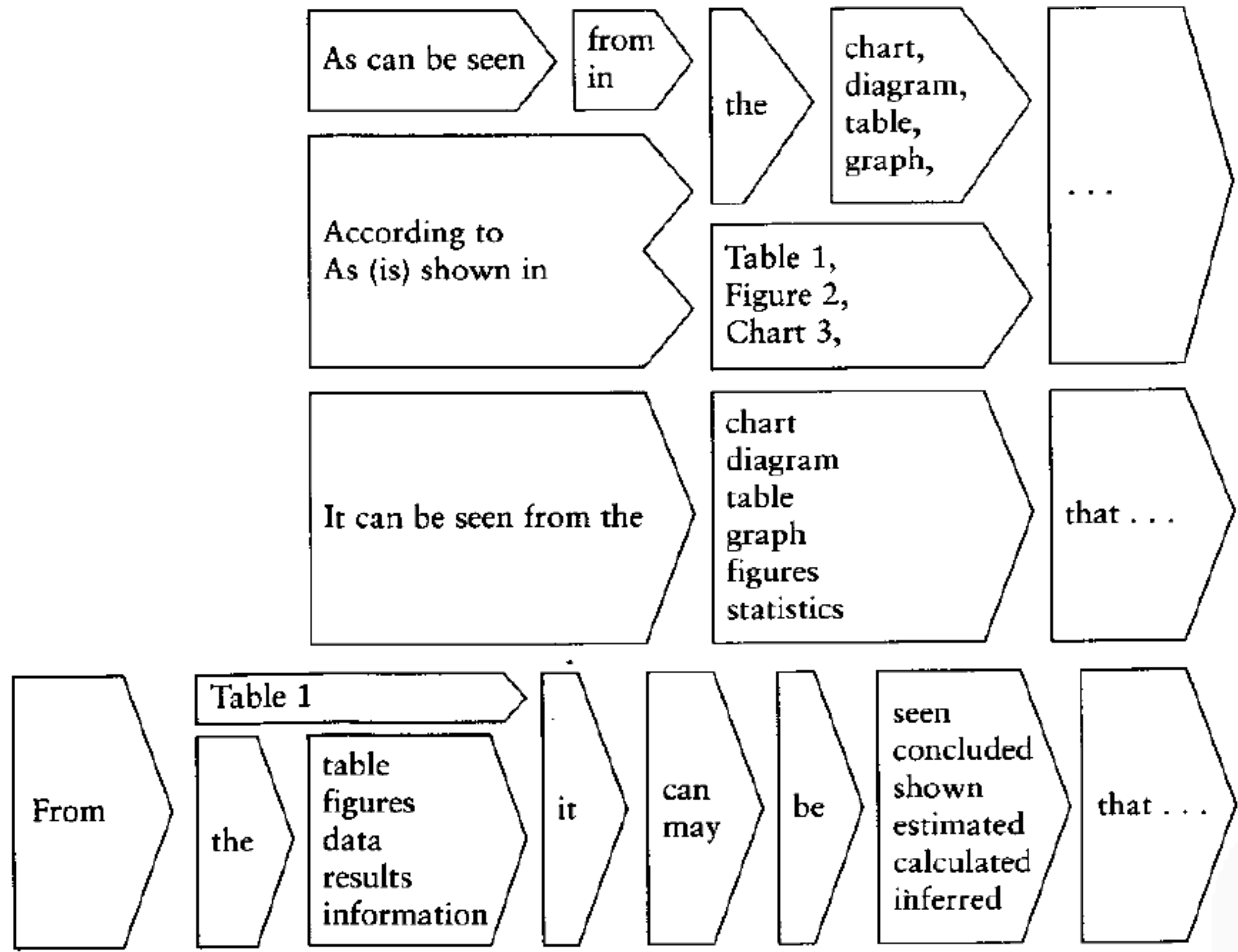
Here are some useful phrases for describing figures and graphs:

- *Box 4.7 describes Figures 1 and 2 ...*
- *Table 1.3 provides data about cardiovascular training ...*
- *This visual illustrates trends ...*
- *The curved line shows results of a study carried out in 2018 ...*

(See Manchester Academic Phrasebank for more.)



These phrases are all you will ever need to refer to your visuals



Preparing and Delivering Your Speech

Read these approaches to preparing and delivering your speech. Choose the ones you would use to help you prepare and deliver a speech. Discuss your responses with a partner.

- 1. Checking the accuracy of your information
- 2. Writing your speech word for word
- 3. Reading your speech
- 4. Memorizing your speech word for word
- 5. Preparing notes on a small note card and using the note card if you forget what you were going to say
- 6. Practicing your speech once in advance, assuming you'll do a good job when you get to class
- 7. (Practicing your speech silently in your head)
- 8. Rehearsing and timing your speech five to six times in front of a mirror
- 9. Recording your speech before class and then evaluating yourself

Discourse Markers and Social Cues

breaking in

May I comment on that? Could I say something here? I would like to add something.

agreeing and disagreeing

I agree with you up to a point, but.. I couldn't agree with you more. Absolutely! You may be right, but...

giving an opinion

I'm not sure, but.. I am inclined to believe that.. I think...I believe...I'm convinced that..

Strong Verbs and Language of Emphasis

*English **represents** the current lingua franca, but this could change in the future.*

New world business languages **include** Hindi, Urdu and Javanese

*By 2050, Spanish will **overtake** English as the most important language for international business.*

A survey taken in 2013 **cited** Arabic as a dominant language for future diplomatic relations.

*A recent survey of important skills needed by young people **ranked** German and French as very useful.*

Emphasizing a Point

- It seems to me that the real issue is...
- In my opinion, the central/main issue/problem is...
- As I see it, the most important point/issue is...
- I think that we cannot overlook the importance of...

Discourse Markers: Linking and Structuring

- **Where are we?**
- How do I want to structure what I am about to say? How do I switch topics?
- **Structuring:** *first of all, first, to begin with, to start with, in the first place*
- **New Subject:** *turning now to..., to change the subject just a bit..., now, alright, right, OK*
- **Brief Change of Subject:** *incidentally, by the way*
- **Retuning to Previous Subject:** *to return to the previous point, as I was saying, as ___ was saying*
- **Summing Up:** *in conclusion, briefly, in short, in sum*

Discourse Markers: Showing What is Happening

- **What are we doing?**
- Am I explaining or providing information?
- **Generalizing:** *on the whole, for the most part, to a great extent, to some extent, in general, in all/most/many/some cases, broadly speaking*
- **Exceptions:** *apart from, except for*
- **Showing Logical Connection:** *consequently, therefore, as a result, so, then*
- **Showing Similarity:** *similarly, in the same way, just as*