

Theory behind Presenting

VV064

How would you describe a good and a bad presentation?

- structure
- clarity
- visuals (not too many)
- focus on speech (don't rely on slides too much)
- provide info by speaking
- interaction with the audience (eye contact)
- practice before
- fit the time frame
- too long, too short
- boring
- too much text on slides
- speaking slowly or too fast
- reading the slides
- not audible enough

preparing the presentation area

preparing written notes

delivering the presentation

structuring the presentation

choosing the main idea

handling questions

research of the topic

writing down the speech

choosing the topic

rehearsing the presentation

preparing any audio-visual aids

setting aims and objectives

audience analysis

developing main points and supporting arguments

audience analysis	1
setting aims and objectives	2
choosing the topic	3
research of the topic	4
choosing the main idea	5
developing main points and supporting arguments	6
structuring the presentation	7
writing down the speech	8
preparing written notes	9
preparing any audio-visual aids	10
rehearsing the presentation	11
preparing the presentation area	12
delivering the presentation	13
handling questions	14

Fill the gaps with the following words:

listener

academic

demonstrating

structure

evidence

colloquial

speaker

accepted

emphasis

related

directly

expressions

Video watched in class can be found at:

<http://www.youtube.com/watch?v=ATfY8dvbuFg>
Slide 6