



CONFERENCE SKILLS AUTUMN 2021
SESSION 1 (selected activities)



Mgr. Robert Helán, Ph.D.
Masaryk University, Faculty of Social Studies

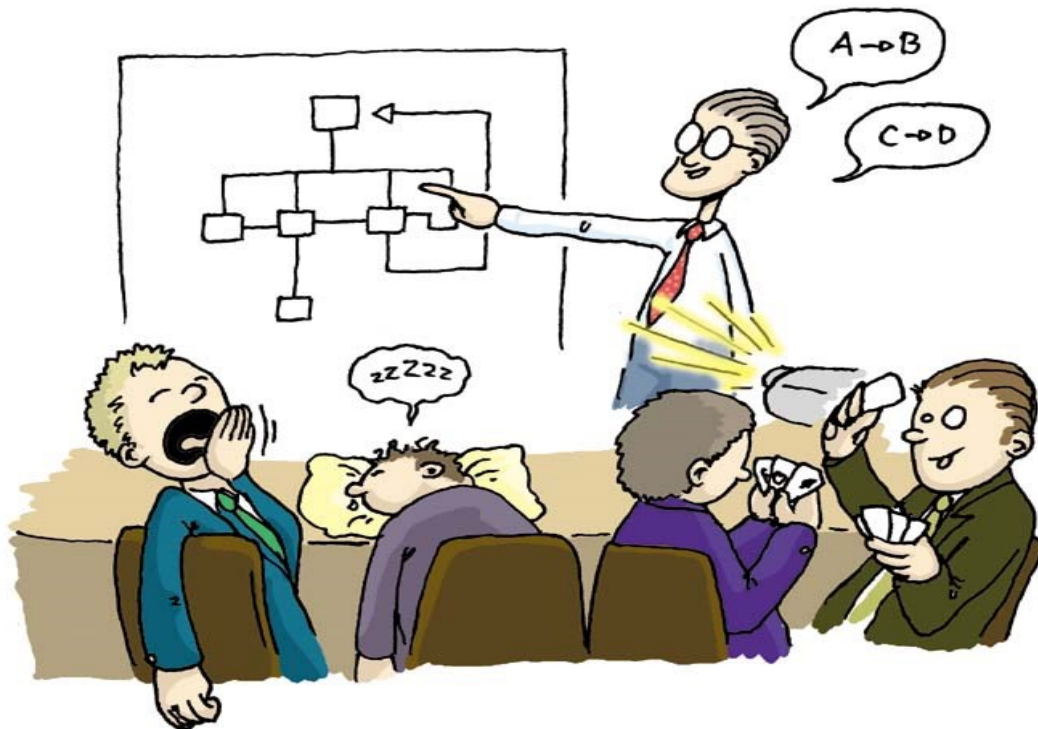
- 1. INTRODUCTION TO THE COURSE**
- 2. INTRODUCTION TO PRESENTING AND PUBLIC SPEAKING**
- 3. CHARACTERISTICS OF ACADEMIC WRITING IN ENGLISH**

In the session, the following areas will be covered:

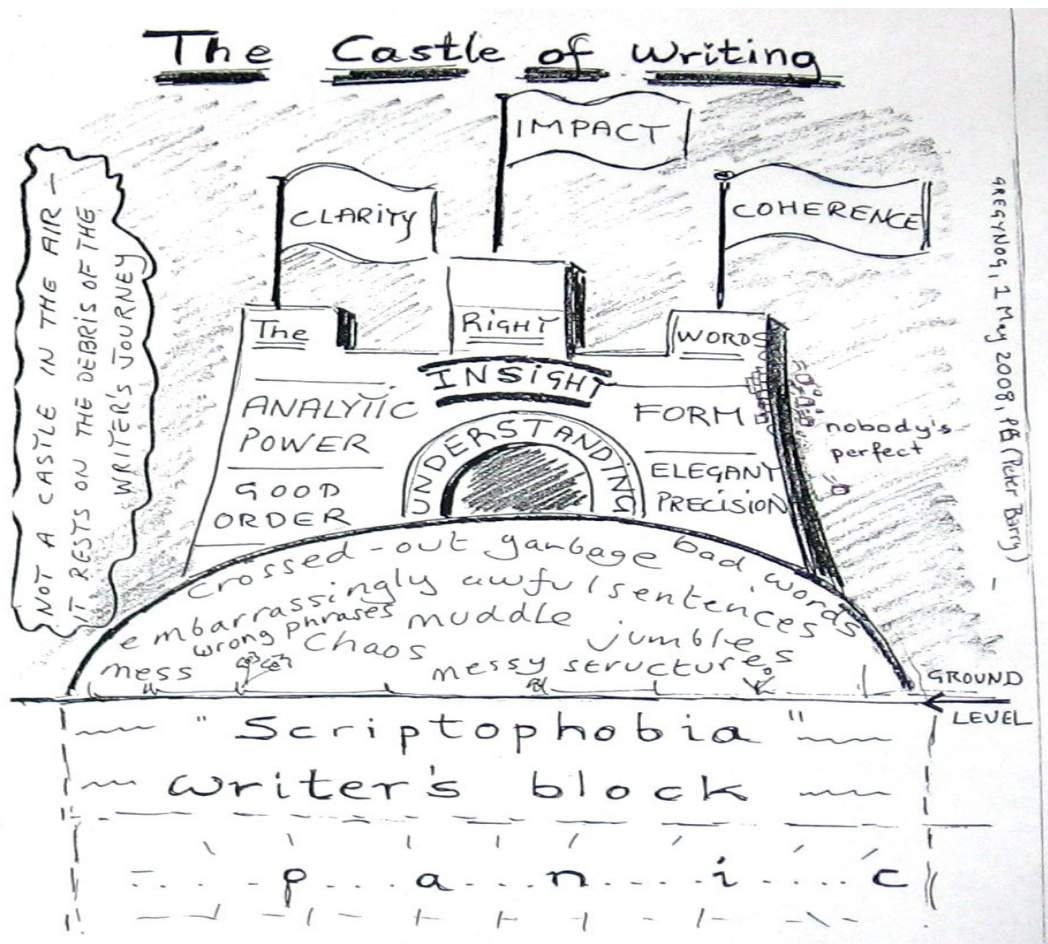
- practicing free writing and free speaking as an integral part of writing and preparation for speaking
- process of writing
- discussions concerning academic writing and public speaking

ACTIVITY 1: Discuss the following questions (concerning giving presentations) in pairs. Be prepared to summarize the most interesting/important information in 1 minute.

1. Have you ever delivered a presentation? What was it about? Was it successful? How did you know the audience had liked it?
2. What's the best presentation you have ever heard? Why did you like it?
3. What is the most challenging aspect of giving a presentation? What seems to be easy about it?
4. How can you stop being nervous when giving a presentation?
5. What presentation tools are you going to use when you prepare your poster? Powerpoint? Prezi? Can you use them effectively?
6. Whose presentation would you like to see (anyone in the world)? Why? Have you heard about TED Talks?
7. Do you think giving presentations might make you feel more confident? Why?
8. List your strengths and weaknesses when it comes to giving oral presentations? How are you going to overcome the weaknesses?



ACTIVITY 2: How do you understand the process of writing depicted in this drawing?



ACTIVITY 3: Draw the process of your own writing - include any tips/strategies that work for you.

ACTIVITY 4: Discuss the following questions (concerning your attitude towards writing) in groups of three (each member will have a specific role in the discussion: leader, note taker, time keeper)

1. Do you prefer writing or typing? Is there a difference between the two?
2. What are your biggest problems when writing?
3. What writing skills do you need to be able to write well?
4. How important is it to plan what you write?
5. How is your writing in English? Is writing in your language different from writing in English?
6. What advice would you give to a student who says he/she is no good at writing?
7. What questions would you like to ask a writing expert about writing?
8. Why/In what way is writing important for your future profession?

ACTIVITY 5: List and discuss the main characteristics of academic English (written and spoken). Consider the following levels of analysis and give examples:

MICRO LEVEL:

MEZZO LEVEL eg. grammatically correct sentences,

MACRO LEVEL

ACTIVITY 6: Fill in either formal or informal synonyms of the following words.

formal	informal
	seem
	climb
	help
cease	
commence	
	use
decrease	
demonstrate	
depart	
	want

formal	informal
enquire	
	end
	tell
obtain	
preserve	
reject	
	free
	mend
require	
	live

formal	informal
	understanding
deficiency	
opportunity	
perspiration	
	house
	sight
amiable	
	whole
energetic	
fortunate	

formal	informal
	childish
	wrong
inferior	
inexpensive	
	dim
insane	
	laid back
responsible	
	enough
	empty

ACTIVITY 7:

Use more formal alternatives to the words in bold. Make any necessary grammatical changes.

- 1 The book is **mainly** concerned with the problem of policing the internet.
- 2 **Almost** every school in the county had reported problems with the new system.
- 3 The work of the Institute is not **only** devoted to cancer research.
- 4 **Basically**, we believe we have demonstrated a significant link between the two events.
- 5 We **tried** to find a new way of understanding the data.
- 6 The study is a **really good** example of the way sociologists collect their data.
- 7 The reaction is **typical** of the way large corporations keep control of their markets.
- 8 **There's no way** London can be compared to Sydney as a place to live and work.