

Presentations and Public Speaking in English

- formal/semiformal talk to one or more people that "presents" ideas or information
- clear structured way
- rules provide confidence
- objective: **inform, train, persuade, sell** or others

Overview today:

- **preparation.**
- after that **equipment**
- then **delivery**
- after delivery we examine **structure** and **language**
- afterwards **review**

PREPARATION:

- **good planning**
- **brings confidence**
- **control of audience**
- **results in establishing a positive relationship between speaker and listeners**

Objective: Why am I making this presentation?

Audience: Who am I making this presentation to? How many people? What age? Who are they? What is their background – job, education etc? Are they experts? How much do they know already?

Place: Where? What type of room? What is the seating arrangement?

Time and length: Which time of the day? How long?

Method: Is the talk formal or informal? Will I use any visuals?

Content: What is the point I am making? What is my message? What should I say? brainstorm your ideas, relevant information, exclude

Structure: clear structure is easier for the audience to follow, more effective, logical order


Beginning	Short introduction	<ul style="list-style-type: none"> • welcome your audience • introduce your subject • explain the structure of your presentation • explain rules for questions
Middle	Body of presentation	<ul style="list-style-type: none"> • present the subject itself
End	Short conclusion	<ul style="list-style-type: none"> • summarise your presentation • thank your audience • invite questions
Questions and Answers		

Notes: no reading, but notes:

- **your own system of notes: A6 cards, title of each section, keywords**

Rehearsal

EQUIPMENT

 "A good workman never blames his tools."

- OHP
- notebook, data projector, screen
- whiteboard, markers
- flipchart
- handouts

DELIVERY how you get the message across☺

- establish contact with your audience – enthusiasm, friendliness, relaxed atmosphere, show you care
- nervousness – normal, don't worry
- eye contact
- body language: gestures, !avoid irritating gestures!, sit/stand/walk – what do you prefer?
- voice quality: loudness, intonation, speed
- visuals: what, how many, give time to study the information, don't hurry!!! – wide variety of delivered info

LANGUAGE : simple, clear,

“A little less is better than a lot.”

STRUCTURE

Signalling

structure and moving through the contents by: showing “where we are” using indicators such as: "I'll **start** by **Then** I'll move on to ... **After that** I'll consider ... **Lastly**, I'll quickly review ... before **concluding** with some recommendations."

A member of the audience can now visualize your presentation like this:

Introduction	<ul style="list-style-type: none">• Welcome• Explanation of structure (now)
Body	<ul style="list-style-type: none">• Europe• Asia• Africa
Conclusion	<ul style="list-style-type: none">• Summing up• Recommendations

PRESENTATION ITSELF

usually 3 main parts (+ questions):

1	INTRODUCTION	Questions throughout?
2	BODY	
3	CONCLUSION	
	Questions	

!repetition!

- say what you are going to say
- say it
- then say what you have just said

reinforce your message

Key points for presenting the body of the talk:

- do not hurry
- be enthusiastic
- give enough time to audience for visuals
- maintain eye contact
- change your voice
- look friendly
- keep to your structure
- use your notes
- signal throughout
- remain polite when dealing with difficult questions

Questions

- interaction
- predict Qs
- in intro say if during talk or afterwards
- be polite and relaxed in unpleasant responses
- impolite questions – after the talk completely