

Tips for Quality Presentations

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Tento projekt je spolufinancován Evropským sociálním fondem a státním rozpočtem České republiky.



INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Overview

1. Preparation

2. Structure

3. Delivery

4. Tips

Sources

Goal of the Presentation

- To inform
- To persuade/sell
- To entertain



the audience

Preparation

- Who?
- What?
- How?
- When?
- Where?
- Why?



Who?

- Audience analysis
- How much do they know?
- What is their experience?



What?

- What is my topic?
- What do I want my audience to remember?
- How do I know I was successful?



How?

- Verbal and non-verbal aspects
- Language (see list of phrases)
 - „keep it short and simple“ rule*
 - signalling words (signposting)*
 - Structure

Where?

- Where am I going to speak?
- Can I check in advance?



During Preparation

- Content brainstorming
- Main points and their layout
- Visuals

Structure of the Presentation

How long? Divide the time into the following sections:

1. INTRODUCTION

1. BODY – VARIOUS POINTS

1. CONCLUSION

1. QUESTIONS

Structure of the Presentation

- *Introduction:* greeting, welcoming, introducing myself, the topic, reasons for choice
CATCH ATTENTION!
- *Body:* main structure,
short, well-organized logically linked
ideas/examples
- *Conclusion:* summing, thanking the audience for their attention, saying good bye
- *Questions*

Conclusion

"SAY WHAT YOU WANT TO SAY
SAY IT
SAY WHAT YOU HAVE JUST SAID"

- Sum up the most important points
- Thank the audience
- Invite question time

Questions

- Be positive/listen carefully
- Make sure you understand

... do I understand the question well?

This is an important/serious/interesting question ...

I am not quite sure, but I'll think about it and get back to you later / when we have finished.

... does it answer the question?

Perhaps, as far as I know we could say that ...

What does everyone think? Would you identify with ...?

Delivery

- Preration / Equipment – does eveything work?
- Body language
- Voice quality
- Language
- Practice
- Nerves

TIPS

- Prepare well
- Rehearse
- No panic if you get in trouble!
- Be enthusiastic and friendly
- Do not read
- Think of speed and voice
- Use short and clear sentences
- Check pronunciation
- Practice before / timing
- Do's and DON'T s

Sources

Within the presentation:

- quote used in the presentation itself for pictures, schemes, graphs ...

at the end of the presentation:

include *Works cited page* (complete citations)

books

articles

encyclopaedias

Internet pages...

Presentation Skills: Course Materials, Katrňáková, Štěpánek, Vykoukalová. MU, 2009

How to give a good a Presentation: Gabriela Durnová, MU Brno, 2008

Mark Powell: Presenting in English, Heinle/Thomson, 2002

GOOD LUCK!!!

Thank you for your attention.

