Tips for Quality Presentations

Medical English Spring 2011

Radomíra Bednářová



Centrum jazykového vzdělávání, Masarykova univerzita Žerotínovo nám. 9, 601 77 Brno tel. 549 49 6816, fax 549 49 1070 e-mail: cjv@rect.muni.cz, http://lingua.muni.cz/











Overview

1. Preparation

2.Structure

3. Delivery

4. Tips

Sources

Goal of the Presentation

- To inform
- To persuade/sell
- To entertain



the audience



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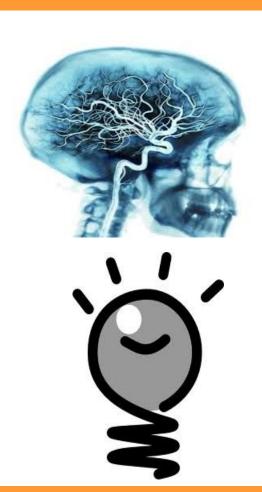






Preparation

- 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 remeber?

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

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... do I understand the question well?
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His is an importnat/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.

