

Tips for Quality Presentations

Medical English Spring

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/>

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

Presentation Aim

- to inform/train
- to persuade/sell
- to entertain/get involved



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 to show?
 - message
 - purpose



How?

Verbal aspect: language (see list of phrases)
structure

→ *„keep it short and simple“ rule*

→ *signposting/signalling – tracking the logics*

Non-verbal aspect: voice

body language

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

2. BODY – VARIOUS POINTS

3. CONCLUSION

4. 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"

Questions

- predict
- 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 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 that opinion?

Delivery

- Preparation / Equipment
- Body language
- Voice quality
- Language
- Practice – *test it out!*
- Nerves

TIPS

- Prepare well
- 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 of important words
- Practice before / check your timing

Sources

- within the presentation: quotes for pictures, schemes, graphs ...
- at the end of the presentation:
 - include *Works cited page*
 - books, articles, encyclopedias
 - Internet links (incl. date of access)

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

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

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

Oral Presentations in Academic Settings, Cambridge University Press, 2010

English for Presentations: Marion Grussendorf, Oxford University Press, 2009

Good luck and happy
presenting!

Thank you for your attention.

