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/











INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

Overview

1. Preparation

 \downarrow

2. Structure



3. <u>Delivery</u>



4. Tips / Sources

Presentation Aim

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



the audience





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/







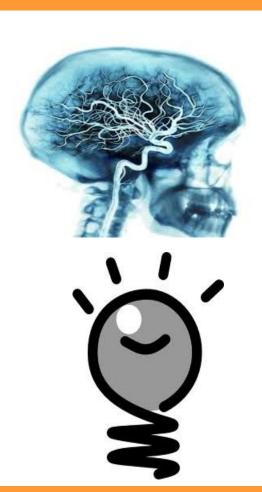






Preparation

- 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 importnat/serious/interesting question ...

I am not quite sure, but Il'I 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.

