

BZAJ0222 Medical English Spring Semester 2016
Academic Presentation
Formal Requirements

- Topic** to be decided – as given in the suggestions list
- Media** any media you feel comfortable
- Speakers**
- A. prepare questions for your audience – to be asked at the beginning or end
- if asked at the beginning, you will check them at the end, audience makes notes while listening to you
 - you may have questions as an emergency instrument in case your colleagues have no questions during or after your talk
- B. **OPTIONAL**
games, crosswords, matching exercises, pictures
- pre-teaching terminology/expressions*
key words you expect your listeners don't know
expressions and concepts that are difficult to understand
expressions difficult to pronounce
- Audience** ready to answer questions & ask questions
- give feedback = evaluate the presenter with constructive criticism – something you liked and something that could be improved
- Length** 1 speaker: 10 plus 5 minutes+(pre-teaching), questions, and discussion
2 speakers: 15 plus 5 minutes+(pre-teaching), questions, and discussion
- DO NOT:**
- **READ YOUR PRESENTATION** (however, you can have short notes)
 - **don't recycle the info from the INTERNET** = paraphrase, summarize, express differently, use your own words
 - **FORGET TO INCLUDE YOUR SOURCES IN THE PRESENTATION** (WebPages, books, journals – put them at the end of the presentation)
 - **USE TOO MANY VISUALS AND TOO MUCH TEXT ON THE SLIDES** (they might become distracting)
 - **SPEAK IN LOW/QUIET VOICE** (every student in the class needs to hear you)
 - **FORGET TO PREPARE A DISCUSSION** (ALWAYS anticipate discussion questions, prepare for them and have your own questions ready)