Presentations and Public Speaking in English

Structure

- Importance of preparation
- Structure of presentations
- How to deliver a presentation
- Language of presentations
- Summary and tips

Goals of Presentations

- Inform

- Persuade/Sell

- Entertain

Preparation

- WHY?
- WHO?
- WHERE?
- WHEN?
- HOW?
- WHAT?

WHY: Objective

"Why am I making this presentation?"

WHO: Audience

"Who am I making this presentation to?"

WHERE: Venue

"Where am I making this presentation?"

WHEN: Time and Length

"When am I making this presentation and how long will it be?"

HOW: Method

"How should I make this presentation?"

- Argumentation
- Sequencing/logic/amount of information
- Layout for each slide
- Number of slides vs. time limit

WHAT: Content

"What should I say?"

Structure

Beginning	Short introduction	•welcome your audience •introduce your subject •explain the structure
Middle	Body	•present the subject
End	Short conclusion	•sum up your presentation •thank your audience •invite questions
Questions and Answers		

Strategies for introductions

▸ Ask a rhetorical question.

▸ Start with an interesting fact.

▸ Tell them a story.

▸ Give them a problem to think about.

Effective conclusions

- Use questions.

- Quote a well-known person.

- Refer back to the beginning.

- Call the audience to action.

Delivery

Overcoming nervousness:

- Prepare well.
- Learn to relax.
- Check out the room.
- Know your audience.
- Concentrate on the message.
- Visualize success.

Delivery

- Audience Rapport/Interaction

- Body Language

- Voice quality

- KISS {<u>K</u>eep <u>I</u>t <u>S</u>hort and <u>S</u>imple}

Equipment

er/data projector

▸ overhead projector (OHP)

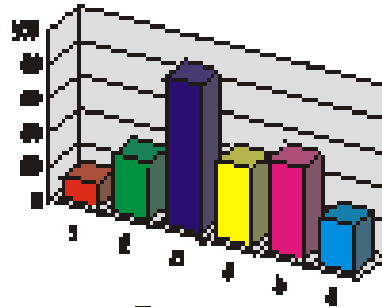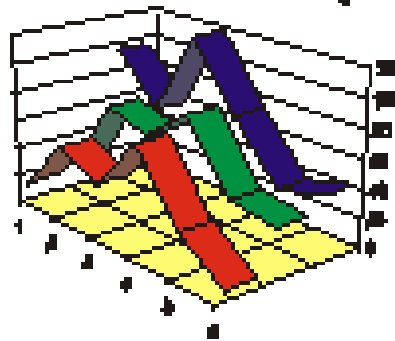▸ board, duster, markers, flipchart

Visual aids

- Pie charts

- Bar charts

- Graphs

Language

- Simplicity and Clarity
  - Signposting

Signposting

Function	Language
Introducing the subject	*I'd like to start by...*
Giving an example	*A good example of this is...*
Summarising	*In conclusion,...*
Ordering	*Firstly...secondly...thirdly...*
Analysing a point	*Let's consider this in more detail...*

Tips

- Prepare well, rehearse
  - Check equipment
    - Do not read
    - Be enthusiastic
    - Clear language
  - Check pronunciation
  - Make it interesting

Sources

Adapted from:

▸ Grussendorf, M. (2007) *English for Presentations.* Oxford: Oxford University Press.

▸ Wallwork, A. (2010) *English for Presentations at International Conferences.* New York, Dordrecht, Heidelberg and London: Springer.

▸ Powell, M. (2002) *Presenting in English: How to Give Successful Presentations.* Boston: Thomson/Heinle.

THANK YOU FOR YOUR ATTENTION!