CJVA2M

PRESENTING 3

A. Writing an abstract of your presentation

Exercise 1. This should be a list of **qualities of a good abstract**. Identify any comment that does not refer to a good quality abstract.

An effective abstract -
- can be full of pronouns (I, we, my, …) -
- includes your own opinions -
- copies the structure of the full-length paper (background, purpose, focus, methods, results and conclusions) -
- compares the work with other articles, books or conferences -
- is written in plain English and is understandable to a wider audience -
- is written in technical language or jargon -
- often uses passive structures in order to report on findings, focusing on the issues rather than people -
- includes biographical data about the author -
- contains additional comments not included in the paper -
- uses the language of the original paper, often in a more simplified form -
- usually does not include any referencing
- uses well-developed and structured paragraph that is coherent and concise

Exercise 2: Read the following abstract carefully. It is taken from the field of computer assisted learning. Identify the sentences in the abstract that correspond to the elements in the box below.

A) background   **B)** purpose   **C)** focus   **D)** overview   **E)** conclusion

Use of a Writing Web-Site by Pre-Masters Students on an English for Academic Purposes Course.

A. J. Gillett, University of Hertfordshire

[1]During the last 10 years, the use of the World-Wide-Web for educational purposes has increased dramatically. [2]However, very little empirical research has been carried out to determine the effectiveness of this use. [3]The aim of this study was therefore to investigate the effectiveness of using the World-Wide-Web on an EAP writing course. [4]Two groups of students were taught writing by two different methods: one group was taught by a teacher in a traditional classroom, while a second group included use of an on-line web-site in their course. [5]The two groups were assessed in the same way after a twelve-week period of instruction. [6]Results of the assessment showed significant differences between the two groups, the group that used the on-line web-site performing much better on all aspects of the test. [7]This suggests that the use of computer assisted learning programmes for at least some of the teaching time available can be recommended for EAP writing courses.

Sentence 1
Sentence 2
Sentence 3
Sentence 4
Sentence 5
Sentence 6
Sentence 7

Exercise 3. Evaluate these two abstracts based on the assessment table for abstracts.

A) This presentation contains three main points that will be introduced. The first will be the subject of the Masaryk University of Arts studies, which is intended for students who are interested in more art disciplines than just one and so they can get information on the history of music, film, theater and painting. The presentation will continue on the subject of the bachelor thesis. The student is focused on the early jazz music and more specifically focused on jazz drumming. This section briefly introduces the music genre that originated in the Afro-American communities of New Orleans, United States in the late 19th and early 20th centuries. The most comprehensive part of the presentation is focused on the individual drums that were used in early jazz music, and together they

created the first drum set. The last part of this section is the historical side of percussion instruments that have been used since the beginning of civilization. The last part of this presentation briefly deals with the early drums of jazz style.

B) Star Wars - How Not to Get Lost in a Galaxy Far, Far Away …
Since its first release in 1977, Star Wars became a huge phenomenon in the film industry. The main purpose of this presentation is to shed light on the complicated storyline and timeline of the Star Wars universe. It is an actual topic because of the recent premiere of a new episode of this famous saga. With a new movie coming out every year, it has become an uneasy task for casual movie audience to stay oriented. The presentation has two major parts. The first part sums up the main storyline of the Star Wars as a whole. It also presents some of the main characters. The second part focuses on the problematic release order of its individual parts and tries to clarify how the movies fill the overall timeline. The presentation is meant to be as simple and clear as possible because its goal is just to show how all the parts of Star Wars fit together. In the end, the listeners should have a clear view on this complex topic.

B. Giving feedback to your peers

Exercise 1. Fill in missing lines with the words suggested below.

describe   behaviour   respect   message   negative   goals

Effective feedback should ...

- Be aimed at one´s _____ (focus, purpose)
- Be delivered with care, concern and _____
- Carry clear _____, be specific
- _____, don´t judge
- Focus on _____, not the personality
- Balance between positive and _____

Exercise 2. Listen to the video and answer the following questions.

https://www.youtube.com/watch?v=wtl5UrrgU8c

1. What is our most needed tool?

2. How many employees agree that the feedback they get improves their work?

3. What is wrong about the way most people give their feedback?

4. What happens if the feedback is too direct?

5. What is the first part of the four part formula?

6. What is a blur word?

7. What is the impact statement about?

Exercise 3. Try to improve these feedback comments based on the recommendations from the video above.

It was a good presentation.

It was one big chaos.

I didn´t like your visuals.

You have a nice voice.

You should have thought more of your audience.

It was too long.

You are a good presenter.