

International Conference (5)

International Conference -Keynote Speech

2019年10月

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Important points



A large, orange, 3D-style ring with a thick border. Inside the ring is a large black number '1'. The ring has three stems extending from it: one to the top, one to the bottom-left, and one to the left. Each stem ends in a small orange sphere with a white dot in the center. The entire graphic has a soft orange shadow beneath it.

1

A solid blue rectangular panel with rounded corners. The bottom edge of the panel features a decorative wavy pattern with several overlapping, semi-transparent light blue shapes that create a sense of depth and movement.

Guidelines

1. What's Keynote speech?

1.1. What does **keynote** mean?

Important and **essential** information and messages

1.2. What is keynote speech / keynote address?

a speech setting forth the keynote, containing **a central** or **the most important idea**

1.3. Who is a keynote speaker?

a distinguished speaker who delivers a keynote address

A large, orange, 3D ring with a thick wall. Inside the ring is a black number '2'. The ring has three stems extending from it: one to the top, one to the bottom-left, and one to the left. Each stem ends in a small orange sphere with a white dot in the center. The entire object has a soft orange shadow beneath it.

2

A solid blue rectangular panel. The bottom edge of the panel is curved and features a decorative pattern of overlapping, semi-transparent light blue shapes that resemble waves or a stylized horizon.

Structure

2. Structures

- **Introduction**
- **Body**
- **Conclusion**

2.1 Introduction

- * Capture your listeners' attention (Define the problem)
- * State your purpose
- * Introduce ***Terminology*** 术语
- * Discuss Earlier Work
- * Present an outline of your talk

Ex. 1. *Listen to the introduction to a presentation about exports from the developing world. Number the features in the order that you hear them.* ([Track 06](#))

- 5 a. Presenter gives **structure** of presentation
- 2 b. Presenter **introduces herself**
- 4 c. Presenter gives an **interesting fact** to get the audience's interest
- 1 d. Presenter **welcomes** audience
- 3 e. Presenter introduces the **topic**

2.2 Body

- * Describe the **key results** of the paper
- * Explain the **Significance** of the Results
- * Sketch **a Proof** of the **Crucial Results**

-Present your main points one by one in **logical** order.

-**Pause** at the end of each point

-Make it absolutely **clear** when you **move** to another point.

“The next point is that”

Exercise 2

Read the four excerpts from a presentation about exports from countries in the developing world. The phrases in bold show you where a new section starts.

Listen to the audio track and repeat the phrases in bold. ([Track 08](#))

1 .. finally, I'll look at the positive effects that even a small increase on exports could have on developing nations. **So, moving on** to the kinds of goods exported by developing countries in Africa and Asia,

2 So you can see the kinds of products that are typically available for export. **Let's turn to** the kinds of the restrictions countries in the developing world have to deal with perhaps the first thing to say is.....

3 .. and that's why countries in the developing world continue to have problems. **Let's look now at** what would happen if countries in the developing world were able to increase their exports.

4 **I'd like to conclude** by reviewing the three areas I looked at in this presentation.

2.3 Conclusion

Make it **obvious** that you have **reached the end** of the presentation.

- * Summarize the main points again

“To sum up...”, “So, in conclusion...”

“OK, to recap the main points...”

- * Restate the **purpose** of your talk **重申 重新叙述**

“I think you can now see that...”

“My intention was ..., and it should now be clear that ...”

- * **Thank** the audience, and **invite questions**:

“Thank you. Are there any questions?”

Exercise 3 (Track 09)

*Listen to the **conclusion** to the presentation about exports from countries in the developing world. Write 1-5 next to the following features, according to the order in which you hear them.*

- 2 a. saying what the **main argument or conclusion** of the presentation was
- 4 b. **thanking** the audience
- 5 c. asking if there are **any questions**
- 1 d. **repeating** the main points
- 3 e. **leaving** the audience with an **interesting thought or idea**

A large, orange, stylized number '3' with a central circular cutout. The number has a 3D effect with shadows. The central circle is white and contains the number '3'.

3

A solid blue rectangular area with a wavy, light blue pattern at the bottom, resembling a horizon or water surface.

Voice

3. The Voice

3.1. Volume

- Test your volume in the room
- Play music and read a text aloud

3.2. Pace

- 120 words/minute
- Slow down at the beginning; emphasize
- Pause to let your audience think

3.3. Tone

- Use **intonation** to sound confident (Ok) [Track 13/ 14](#)
- **Stress** the **key words** ([Track 15](#))
- Improve **fluency** by joining words together ([Track 19, 20](#))

3. The Voice

3.4. Two good methods for improving your voice:

- ★ Listen to the native speaker's speech.
- ★ Listen to your own voice. Take home recording, and listen!



A large, orange, 3D-style graphic of the number 4. The number is composed of thick, rounded lines. The central part of the '4' is a large circle with the number '4' inside it. The top and bottom of the '4' are connected to the central circle by thick vertical lines, which then branch out into diagonal lines. The entire graphic has a slight shadow and a gradient of orange.

4

A solid blue rectangular area on the right side of the slide. The bottom edge of this area is curved and features a subtle pattern of overlapping, semi-transparent light blue shapes, giving it a layered or wavy appearance.

**Find the most
important points**



* Decide on **a limited number of ideas** you want your audience to comprehend and remember.

- Make an outline of the **highlights**.

A large, orange, 3D ring-like structure with a central circular opening. Inside this opening is the number '5'. The ring has three arms extending from it: one pointing towards the top-left, one towards the top-right, and one towards the bottom-left. Each arm ends in a small, solid orange sphere. The entire structure has a slight shadow beneath it, giving it a 3D appearance.

5

A large, solid blue rectangular area that occupies the right half of the image. The bottom edge of this rectangle is curved and features a subtle pattern of overlapping, lighter blue wavy lines, suggesting a horizon or a stylized landscape.

Visual aids

K keep
I it
S simple,
S stupid



Notes: Please pay attention to your **body language** when making a speech.

★ Eye contact:

★ Facial Expressions: **Smiling**

★ Gestures: **A lively speaking style**

★ Posture and body orientation: **Standing erect and leaning forward**





6

Warm reminder

Tips

1. *If you are not using a microphone,*
speak sufficiently loudly that the furthest member of your audience can hear you clearly.
2. *If you are using a microphone,*
speak at normal volume, but a little more slowly and distinctly
3. *Regularly sweep your eyes :*
left-centre-right and back
front-middle-rear and back

- * ***Break your distracting habits:***

“uh”, “you know”, or put the hands in pockets, or jingle the keys too often without stop.

- * ***Never apologize for your nervousness***

- * ***Watch the other speakers and learn from them.***

The 1st – 7th simulated international conference

中国大学生英语科研演讲



THANK
YOU