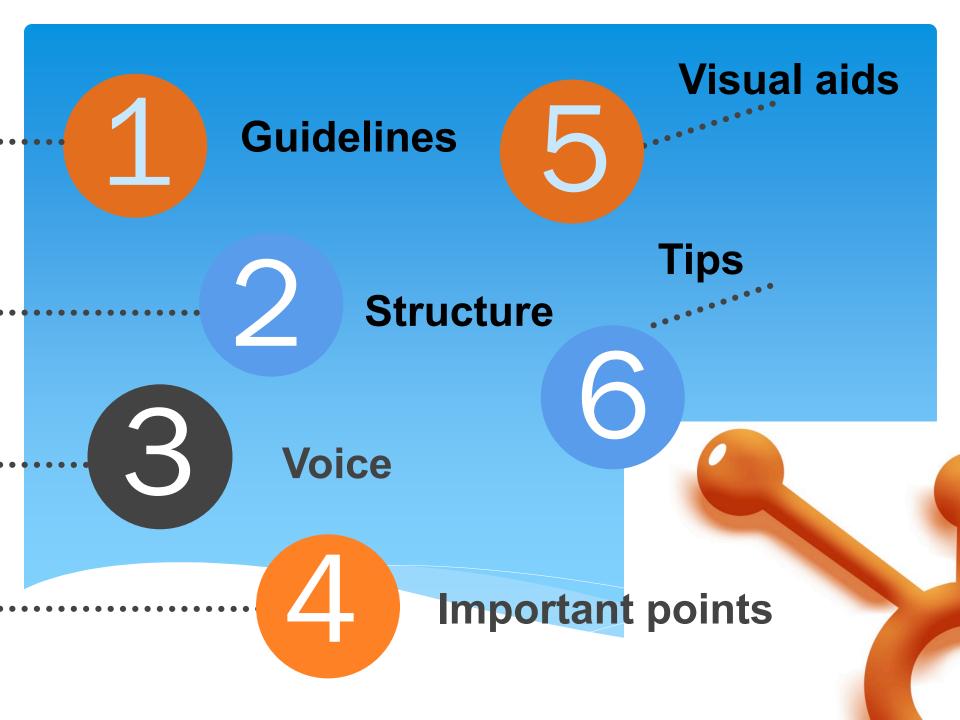
# International Conference (5)

# International Conference -Keynote Speech

2019年10月





# 1. What's Keynote speech?

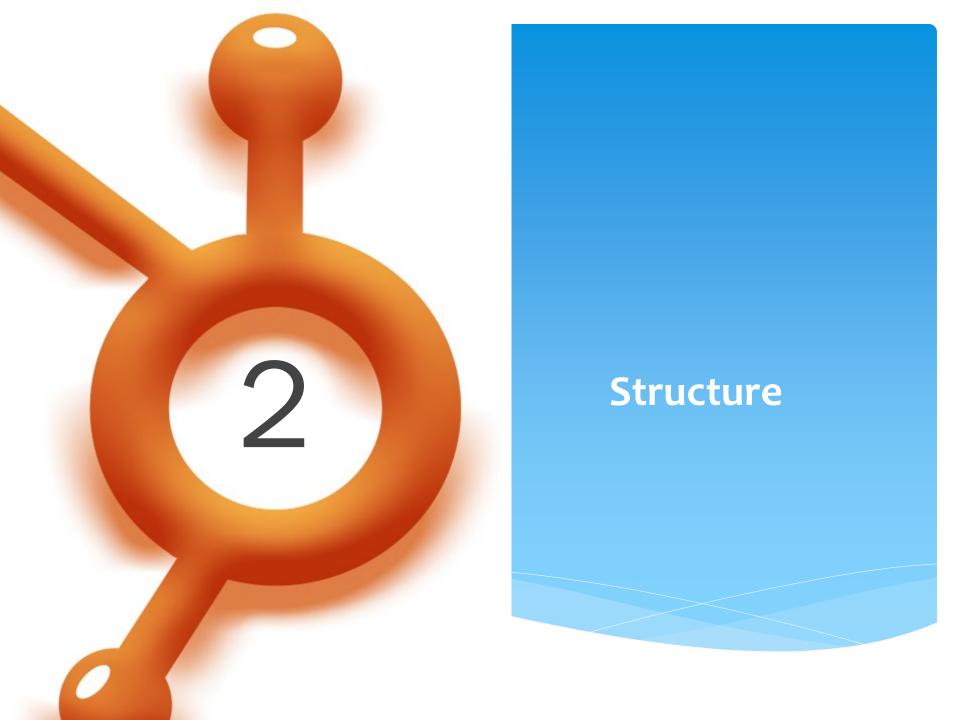
1.1. What does **keynote** mean?

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



# 2. Structures

- Introduction
- Body
- Conclusion

## 2.1 Introduction

- Capture your listeners' attention (Define the problem)
- State your purpose
- \* Introduce **Terminology** 未语
- 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
- b. Presenter introduces herself
- c. Presenter gives an interesting fact to get the audience's interest
- 1 d. Presenter welcomes audience
- 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.

- a. saying what the main argument or conclusion of the presentation was
- **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



#### 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) <u>Track13/ 14</u>
- Stress the key words (Track 15)
- Improve fluency by joining words together (<u>Track 19,20</u>)

#### 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!







\* Decide on a limited number of ideas you want your audience to comprehend and <u>remember</u>.

Make an outline of the highlights.





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







# **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.

 $\underline{The~1^{st}-7^{th}~simulated~international~conference}$ 

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# THANK YOU