Advanced Communication Skills

Unit VI

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Contents

1. Basic presentation skills
2. Structuring the presentation
3. Elements that make a good presentation: medium, clarity, brevity, interaction

Course Objectives & Outcomes

Course Objectives

➢ To develop learners' lateral thinking ability and to promote interpersonal oral and written communication

➢ To enhance their professional communication skills to prepare them for the communicative demands of the industry

Course Outcomes

Learners will be able to:

a) demonstrate competence in cross cultural communication

b) use gestures and other non-verbal communication strategies effectively in formal and informal contexts

c) critically analyze and evaluate situations and communicate proficiently

d) argue their case following the etiquettes

e) write and analyze technical reports

f) make short academic presentations with clarity using various medium and persuade in speaking contexts

Basic Presentation Skills

Characteristics of the spoken language

Plan your delivery

Communication Skills

➢ Verbal communication
➢ Non-verbal communication
➢ Listening skills

➢ Characteristics of the spoken language
- Variable dialects
- Simpler than written language
- Unsubordinated phrases
- Pause, rhythm intonation
- Incomplete sentences
- Less specific vocabulary
- Less packed Information
- Fixed phrases, fillers, hesitation markers
- Slips and errors

Plan Your Delivery

Think

Plan

Prepare

Video:

Commencement address delivered by Steve Jobs, CEO of Apple Computer and of Pixar Animation Studios, on June 12, 2005.

https://news.stanford.edu/2005/06/12/youve-got-find-love-jobs-says/

Elements that make a good presentation

Practice beforehand

Keep eye-contact

Warm up with relaxation techniques

Don't read your talk

Use appropriate body language

Keep it simple

Slow down

Rules for PPTs

Practice Beforehand

Practice the speech
   by yourself
   in your mind
   in front of the mirror
   in front of friends
   in front of a webcam

Keep Eye-contact

Remember! your speech is a series of conversations with people in the room

Divide the room into four parts

Focus on the smiling faces in each part

Warm up with Relaxation Techniques

Warm up your voice

Take a few deep breaths

Picture yourself making a successful presentation

Channel the adrenaline into positive energy

Don't Read your Talk

Deliver the talk from your heart

Use a note card as a cheat sheet

Use Appropriate Body Language

Stand up straight

Maintain a good body posture

Avoid:
　　Crossing your hand & legs
　　Clutching your hands in front of your stomach
　　Tapping your pen

Keep it Simple

Avoid fanciful presentations with loads of data

Focus on one theme

Slow Down

Articulate your words

Develop your natural speaking style

Be your best self

Elements for a Successful Delivery

Passion

Commitment

Conviction

Presentation Rules

Use key visuals

Make the slides clutter-free

Follow the '6 × 6 Rule'
- Have only one idea per slide
- Have no more than six points
- Have six words for each bullet

Video

Julian Treasure: How to speak so that people want to listen

https://www.ted.com/talks/julian_treasure_how_to_speak_so_that_people_want_to_listen?language=en

Structuring the presentation

Topic patterns

Structure: Introduction, Body and Conclusion

Topic patterns

Chronological -- Narrative

Sequence – step by step

Topical - classification

Compare and contrast

Advantages and disadvantages

For and against

Cause-and-effect

Problem-solution

Structuring a Presentation

1. The Introduction of the presentation

Get the attention of the audience by quoting a relevant or surprising statistics, asking an interacting question, narrating an entertaining story, or making a humorous reference.

State the subject of the presentation in the introduction itself.

Suggest the importance and relevance of the topic to the audience.

Give a preview of the main points of the presentation. (3 points)

2. The Body of the presentation

Include only 3 main points and support them by appropriate details.

3. Conclusion

Summarize the main points of the presentation. Emphasize the central idea.

Motivate the audience to respond and give a feedback.

Activity 1

1. Leadership skills
2. Team skills
3. Assertiveness
4. Positive thinking
5. Problem solving
6. Decision making
7. Stress management
8. Time management
9. Managing People
10. Managing Conflict
11. Creativity
12. Goal Setting

Structure of a Technical Presentation

IMRaD Structure

Introduction & Literature Review

Materials and Methods

Results

Discussion and Conclusions

Activity 2

Choose an article from an IEEE journal

Present it in a video of 7 slides

Follow the IMRaD structure for your presentation

Preparing the PPT for a Technical Video Presentation

Slide 1: Title
Slide 2: Introduction
Slide 3: Literature Review
Slide 4: Materials and Methods
Slide 5: Results
Slide 6: Discussion
Slide 7: Conclusion

Conclusion

1. Basic presentation skills

2. Structuring the presentation

3. Elements of a successful presentation: medium, clarity, brevity, interaction

What did you learn today?

1. Discuss for 2 minutes on what you learned in this class
   - From your teacher
   - From your peers

2. Make a 1-minute presentation (1 from each group)

References

Presentations – BBC Learning English

http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml

How To Give A Great Speech

https://www.forbes.com/sites/jacquelynsmith/2013/08/13/how-to-give-a-great-speech-3/?sh=6629e8f56696

Technical presentations

https://mitcommlab.mit.edu/meche/commkit/technical-presentation/

References

IEEE *Xplore*
https://ieeexplore.ieee.org/Xplore/home.jsp

Thank you

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