

CCS 1090d

Academic English Skills

Week 5, Session 1

Dr Vicky Papachristou

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Aims of today's lesson

- Introduction to Assignment I – Exploring the topic
- Types of oral presentations/talks
- Purpose of delivering an oral presentation
- Different ways of giving presentations: Styles and Trends
- Discussing evaluation criteria (two categories of criteria: organization and content, and delivery)
- Discussing the organization and content of a successful oral presentation



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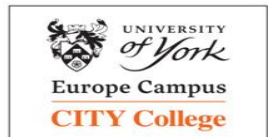
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Assignment I-Oral presentation topic



Students are expected to produce an oral presentation on the use of **virtual reality** technology in one particular field. Students should examine the **functions and possibilities** virtual reality can offer in this field, as well as the **risks** it might pose. Students should inform the Lecturer by email about their choice in Week 7, and be prepared to deliver their presentation in Week 8 (Session 1 and 2) and Week 9 (Session 1).

Questions to Consider



What is virtual reality (definition)?

Why is this important nowadays?

In what fields can virtual reality be applied? (Choose one)
e.g. Military, medicine, education, sports, fashion, mental health

Do both consumers and companies use it in this field? How? Why?

How will I assess whether the possibilities they offer are beneficial and to what degree?

Are there any risks? How will I assess the levels of risk virtual reality use might involve?

How can I find case studies?

Other?

Topic of oral presentation



Choose the field wisely – do your research first

Remember that your presentation should last 8 minutes

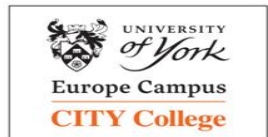
It is in pairs → balance time of speaking equally

The topic you choose should be concise enough to fit into this amount of time



The presentation slides should be the end result of pair work and shall be marked as such. This means you are both responsible for the slides and you get the same feedback for the slides.

- If there is plagiarism on your slides, you both get the plagiarism penalty.
- You get individual feedback for your delivery.



Week 8 (Session 1 & 2) & Week 9 (Session 1)



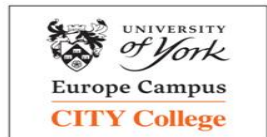
BE PRESENT

Save the dates!

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Submission guidelines

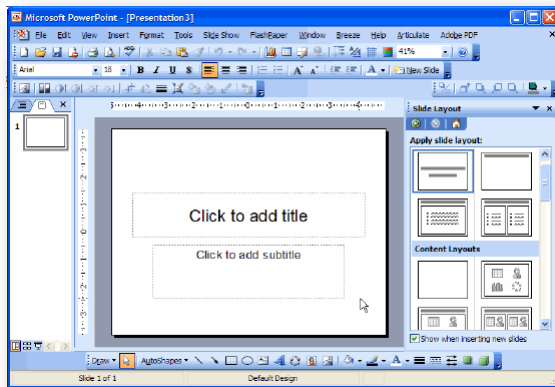


SUBMISSION

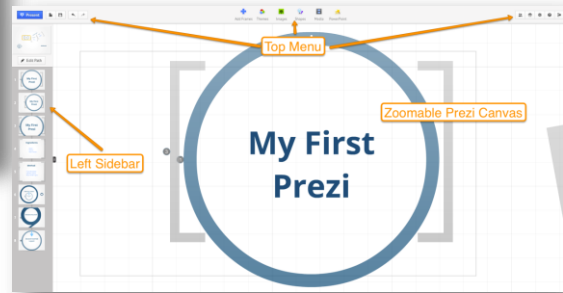
You should follow the guidelines below:

- Students are expected to a) deliver an oral presentation using any presentation tool, b) submit the electronic file of their presentation by the deadline specified above to Turnitin in pdf format and c) send the Peer Evaluation Form to their lecturer via email by the deadline specified above.
- All students must submit a copy of their presentation to Turnitin so as to receive individual feedback.
- **A minimum of five (5) independent sources must be used.**
- All sources must be referenced using the IEEE Referencing System.
- Students are responsible for submitting their OWN work to the plagiarism software TURNITIN.com anonymously, using their ID numbers.
- Please note that you should have a personal user account set up with Turnitin before you can use it.
- Should you experience any problems with Turnitin you must seek help and advice from the Lecturer.

Late Submission Policy: All work submitted late, without an approved claim of extension or exceptional circumstances, will result in a 10 marks reduction for each day that the work is late, up to a total of five days, including weekends and bank holidays.



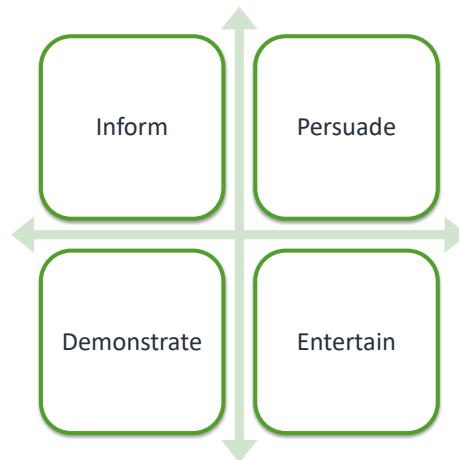
Example
my first Prezi
<http://goo.gl/K0h4N7>



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Purpose of an Oral Presentation



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Purpose of an Oral Presentation



Informative (online tutorial at <https://www.youtube.com/watch?v=Mq2KQcMLzqY>)

Persuasive (raising awareness about an important issue; online tutorial at <https://www.youtube.com/watch?v=ATie5CaZWfc>)

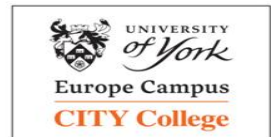
Demonstrative (e.g. <https://www.youtube.com/watch?v=ntYZjkogWM>)

Entertainment (e.g. <https://www.youtube.com/watch?v=v2ToMDcy-Hw>)

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The most common presentation style

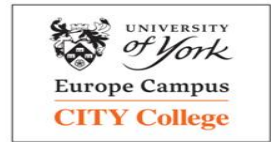


- Slides with information in the form of bulleted lists (heading, three or four bullet points)
- Images, charts, tables
- Time limit
- Use of PowerPoint or other electronic tools
- Use of handouts

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Other types of oral presentations



Pecha Kucha
TED talks



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Pecha Kucha – summary



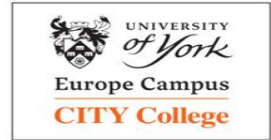
- 20 images, 20 seconds each
- The images advance automatically and the speaker talks along to the images
- This format was devised by Astrid Klein and Mark Dytham of Klein Dytham Architecture
- The first PechaKucha Night was held in Tokyo in February, 2003
- As of May 2014, PechaKucha Nights were held in over 700 cities worldwide

<http://www.pechakucha.org/>

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TED talks

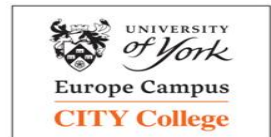


- Speaker tells a story or shares an idea that is meant to inspire
- Usually emotional talks
- Aim at captivating the audience
- Specific duration (0-6 mins, 6-12 mins, 12-18 mins, 18+mins)
- Image based visual aids

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Good presentations



Think about the best presentation you have ever seen

Where was it? Who was doing it?

What made it so good?

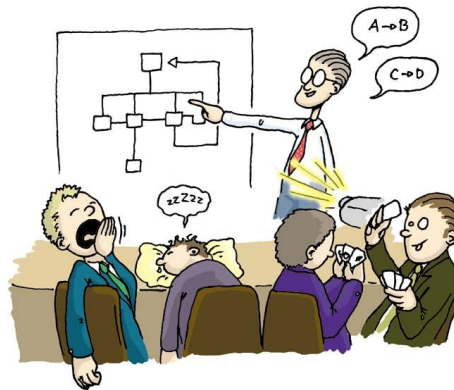
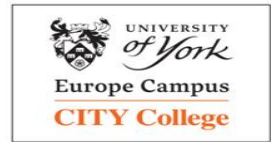
Describe this experience to the class



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Engagement



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Student Criteria

Here are the criteria for successful oral presentations that other students have mentioned:

- Entertaining
- Relevant and useful
- Knowledgeable
- Involved the audience
- Well organised
- Easy to understand
- Confident

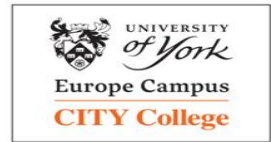


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Lecturer Criteria

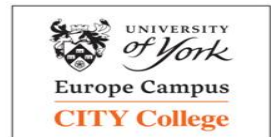
- Structure and organization
- Content knowledge
- Fluency of language
- Accuracy of language
- Range of language
- Use of audio-visual aids
- Audibility
- Non-verbal communication (e.g. eye contact)
- Time management
- Ability to answer questions



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Introduction to oral presentation (1)



How do you feel about public speaking?



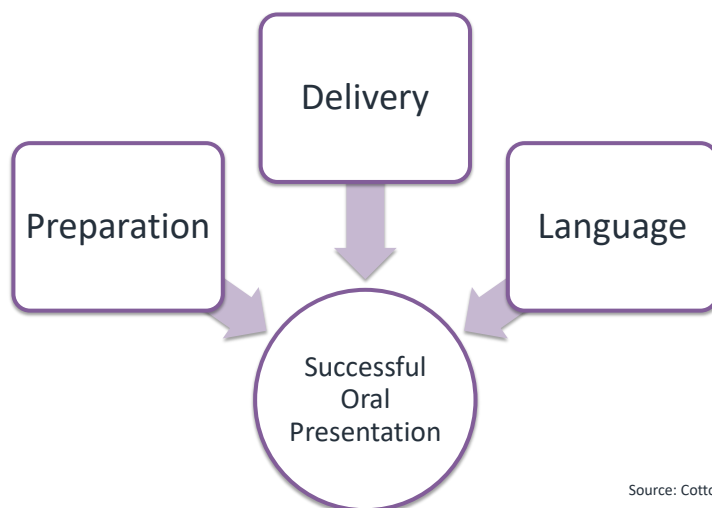
OR



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Hints for a Successful Oral Presentation



Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

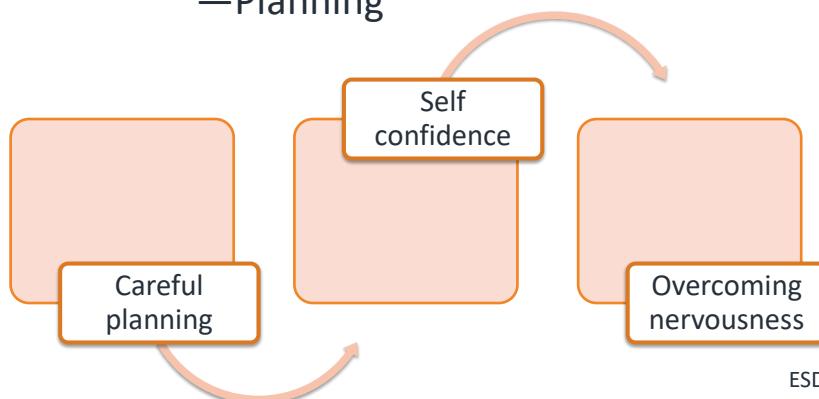
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Hints for a Successful Oral Presentation



- Preparation
—Planning

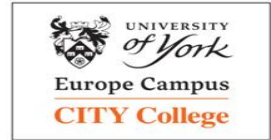


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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Hints for a Successful Oral Presentation



- Preparation
 - Objectives
 - Inform? Persuade? Demonstrate? Train? Entertain?

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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Hints for a Successful Oral Presentation



- Preparation
 - Audience
 - Size?
 - Gender?
 - Age?
 - Background?
 - Education?
 - Previous knowledge?
 - Attitude?
 - Reason for being there?

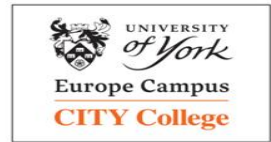


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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Audience



- Who are you delivering the presentation to?
- Are they colleagues, students, fellow researchers, supervisors, or random?
- What is their prior knowledge to the subject of your presentation?
- Do they have any already established beliefs/attitudes on the matter?
- What will they want to know about my topic?
- What do I want them to know by the end of my talk?
- Think about this in relation to your classmates and teacher – they will be your ‘audience’.

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Hints for a Successful Oral Presentation



- Preparation
—Content

Brainstorm your ideas first

Reject irrelevant info

Be selective



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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

What happens if you cram too much?



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Hints for a Successful Oral Presentation



- Preparation
—Approach



Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman



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Hints for a Successful Oral Presentation



- Preparation
 - Organization

Clear structure
Logical order

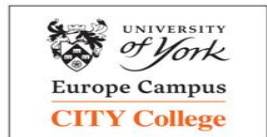
Don't forget to:
Thank the audience
Invite questions

Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

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Some Hints for a Successful Oral Presentation



- Preparation
 - Visual aids



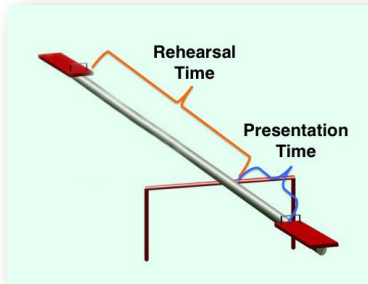
Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

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Some Hints for a Successful Oral Presentation

- Preparation
—Rehearsal



Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman



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Some Hints for a Successful Oral Presentation

- Delivery
—Nerves!

Don't speak too fast

Tip: memorize your introduction but NOT the whole presentation

Why?

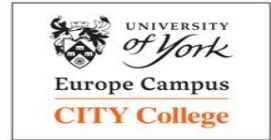
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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

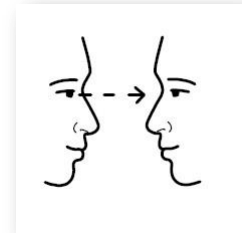


Some Hints for a Successful Oral Presentation



- Delivery
 - Audience rapport

Nothing *great* was ever achieved
without *enthusiasm*.
~Ralph Waldo Emerson



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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Some Hints for a Successful Oral Presentation



- Delivery
 - Body Language

Stand rather than sit

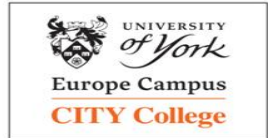
Beware of repetitive hand gestures
and awkward mannerisms

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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

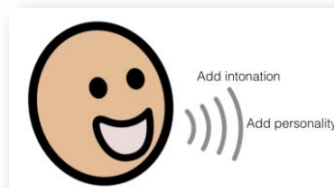
Some Hints for a Successful Oral Presentation



- Delivery
 - Voice quality

Don't let your voice drop at the end of sentences

Intonation

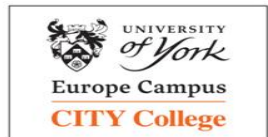


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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Some Hints for a Successful Oral Presentation



- Delivery
 - Visual aids



Interact with the information on your visual aids

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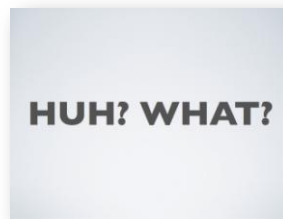
Hints for a Successful Oral Presentation



- Delivery
 - Audience reaction

Dealing with hostile questions

What do you do when you don't know the answer?

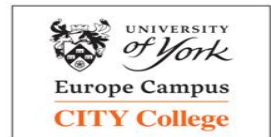


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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Hints for a Successful Oral Presentation



- Language
 - Simplicity

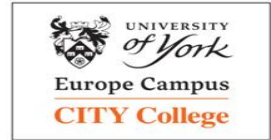
Keep It Simple & Sweet

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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Hints for a Successful Oral Presentation



- Language
—Clarity



Active verbs

Concrete words

Avoid jargon

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Hints for a Successful Oral Presentation



- Language
—Signalling

To begin with,
After that,
Moving on,
I would like to draw your attention
to...
If you look at...
Finally,
In conclusion,

Etc.



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Source: Cotton, D. & Robbins, S. *Business Class*, Harlow: Longman

Which tool should I use?



You may use whichever tool you feel is the right one to achieve the right results in your oral presentation

The only compulsory guideline is that you must use an electronic presentation tool and you need to be able to turn it into a pdf to submit it on Turnitin

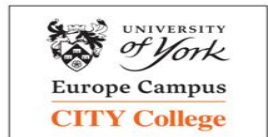
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"And as my chart clearly shows, I haven't got a clue what I'm talking about."



Be confident and make the right choices!

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