

# CCS1090d

## Academic English Skills

### Week 7 – Session 1

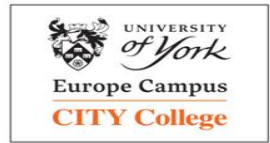
Dr Vicky Papachristou



## Aims of today's lesson

- PowerPoint Tutorial
- Preparation for oral presentation
- Final tips and guidelines

# Can you create this slide on PowerPoint?



- ✓ Font: Arial
- ✓ Heading: 44 Bold
- ✓ Text: 32
- ✓ Bullet points
- ✓ Image

## Aims of today's lesson

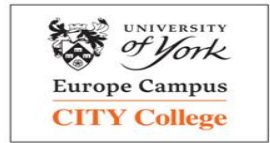
- Prezi & PowerPoint Tutorials
- Preparation for oral presentation
- Final tips and guidelines



- Choose a template
- Modify the words "Prezi" and "PowerPoint" to show they are important
- Add animation to the bullet points and image
- Dim bullet points
- Add a new slide

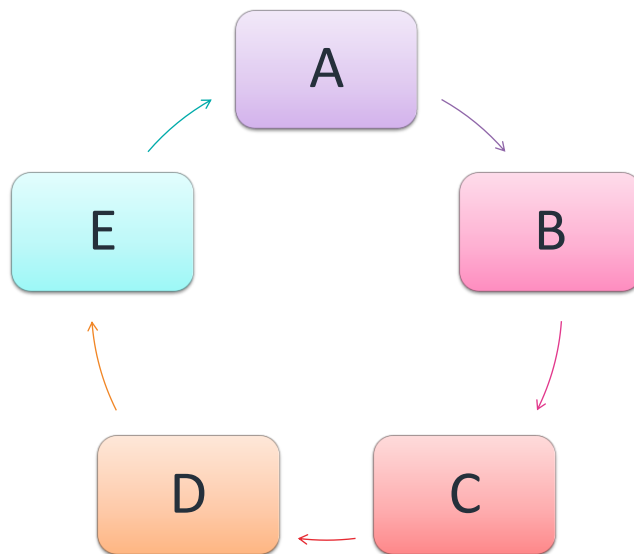


## How to dim bullet points

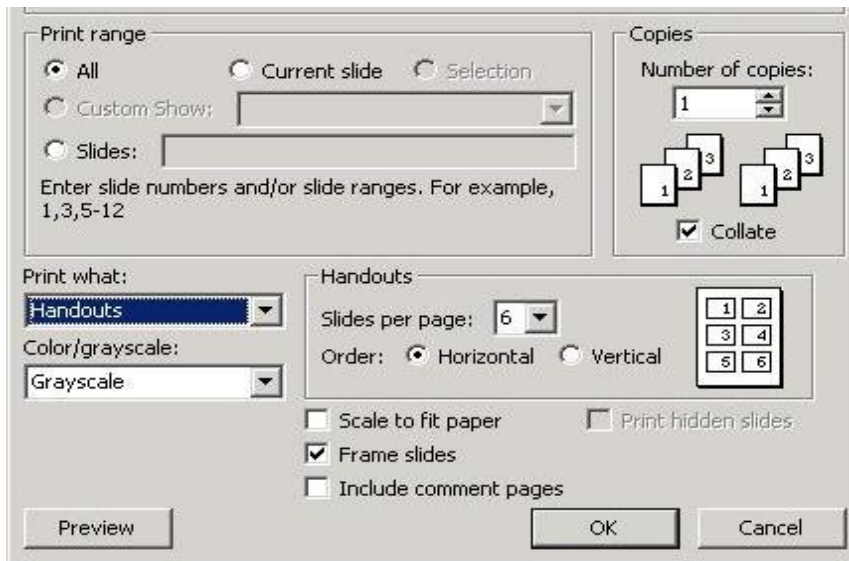


- Select **Animations**.
- Select the bullet point you wish to dim and choose an **Entrance** animation. For example, select **Appear**.
- Select the down arrow next to the first animation in the Animation Panel.
- Choose **Effect Options**.
- Select the **Effect** tab if it is not already selected.
- Select the **After animation** down arrow.
- Select a colour for the dimmed text.
- Repeat for each bullet point you wish to dim.

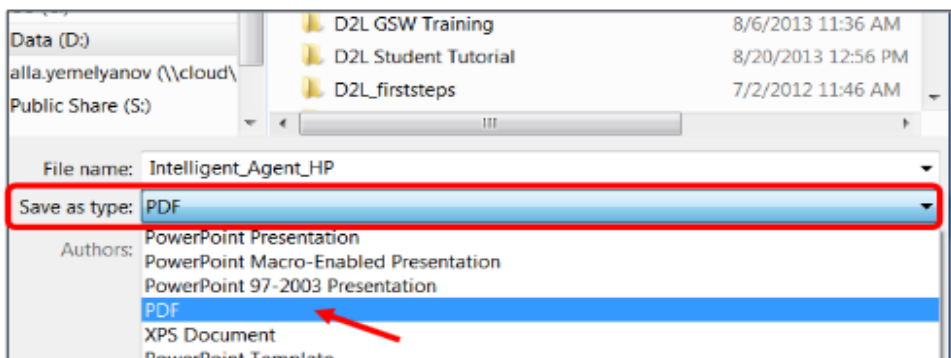
## Let's practice on SmartArt



## To print multiple slides per page:



## To save as a pdf:



# Are these slides good or not?

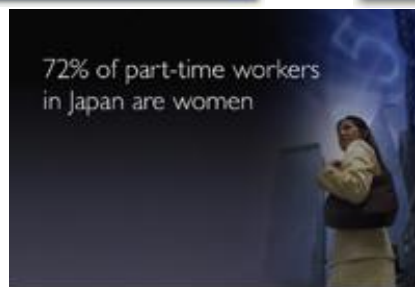
**Goal and Objective**

- State the desired goal
- State the desired objective
- Use multiple points if necessary
- Any relevant historical information
- Original assumptions that are no longer valid
- Any relevant historical information
- Original assumptions that are no longer valid
- Summarize the results if things go as proposed
- What to do next
- Identify action items
- State the vision and long term direction

**Gender Equality in Japan**

According to the latest reports from the Japanese Ministry of Labor, 72% of part-time workers in Japan are women. This is the highest rate reported yet. The number of part-time workers has been increasing for years. For many women, full-time employment is not available, or their family obligations makes it impossible for them to keep full-time hours. Below are some comments from some prominent Japanese politicians:

- "Japanese work office environment is not yet conducive for promoting gender equality."
- Shohei Nishimoto, UNDP
- "The conservatives... want to keep Japanese society traditional."
- Naoko Higuchi, Tokyo Kasei University

# Which image would you choose?

**Developing BrandYou**

Ask yourself these questions:

- Who am I?
- What do I believe in?
- What are my values?
- What's my passion?
- What am I great at?
- Where do I want to go?
- What's my essence



**Developing BrandYou**

Ask yourself these questions

- Who am I?
- What do I believe in?
- What are my values?
- What's my passion?

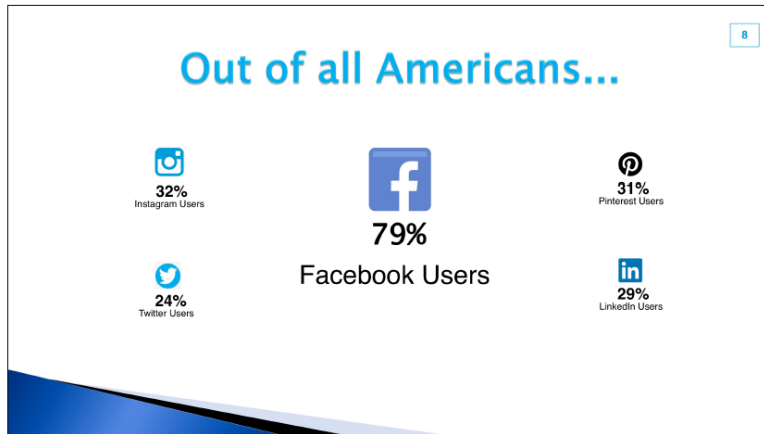
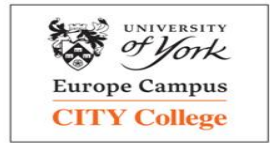




## Introduction

Social Media is not a new concept.  
It has progressed since the dawn of human interaction.  
Nowadays Social Media has impacted many aspects of human communication.





## Prezi

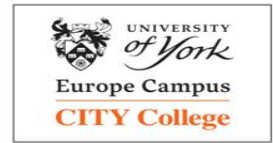


Prezi tutorial:

<https://www.youtube.com/watch?v=mEqbJ1sulWAcreate>

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## Don't forget to...

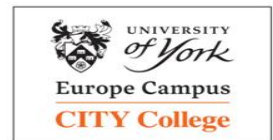


- ✓ Use in-text citations
- ✓ Have a reference list at the end of your presentation
- ✓ Include any images you have used in your reference list

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## Remember!!



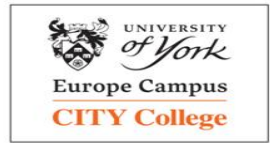
In order to avoid death by PowerPoint, use...

- ✓ one message per slide
- ✓ big font size
- ✓ telegraphic text
- ✓ high contrast between fonts and background
- ✓ ideally, only 6 bullet-points per slide

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## Useful vocabulary



after that	finally	to start with
specifically	outline	bring you up to date
illustrate	purpose	then
thank	sum up	describe
tell you	concluding	

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## Useful vocabulary



indicated	talked	You will notice
draw your attention	interrupt	expand
move on	options	priority
referring	in conclusion	on balance
recommend	pointed out	

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Plan + Practice + Perform  
=  
Successful Presentation



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