

ENGLISH COMMUNICATION SKILLS

Lecture 6

Tenses

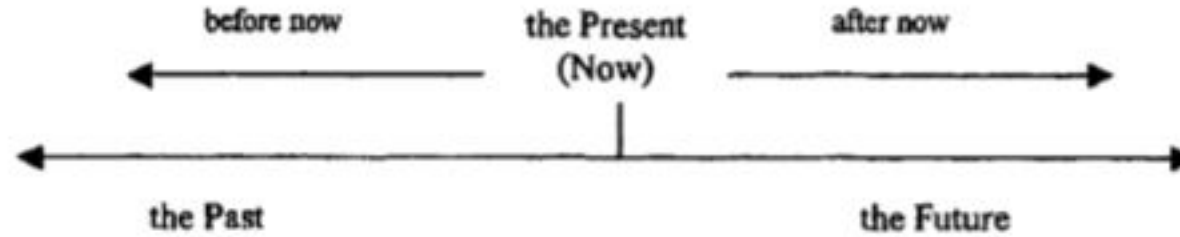
Presentation Skills

Tenses

Past - Present - Future

Aspects

- **Simple** - the basic past, present, future forms. This doesn't necessarily specify if an action is complete or not
- **Continuous/Progressive** - ongoing or unfinished tasks in the past, present or future
- **Perfect or Perfect Progressive** - if the action was completed



Recall - TENSES -

Look at **handout 1** for week 6. Fill in the chart as shown. Then check your answers.



Communication Apprehension



PRESENTATION SKILLS



So, you are requested by your boss to make a presentation.

Maybe you start panicking. You ask yourself “how can I face the audience”?

On the day of the presentation, you begin to sweat. Your heart beats faster and you think you might faint.

What is happening?

“*Communication Apprehension*” or the fear of speaking in front of others.

While this is normal, all you need to do is put that magic word “**PRACTICE**” into action.



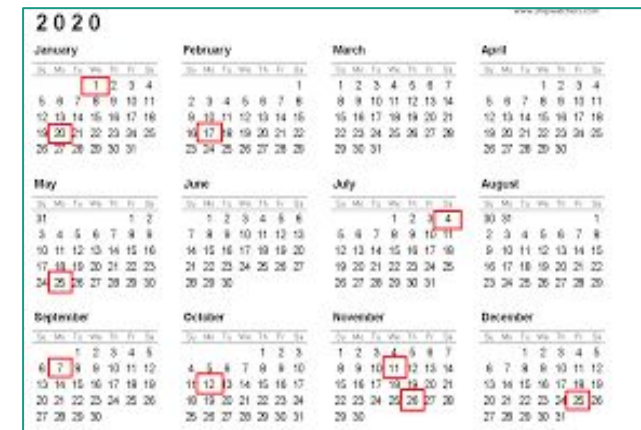
What should I do to prepare for a presentation?

Find out all about the venue, For instance:

- What? (what is available – equipment, etc.)



- Where? (location – you need to be familiar with the place you are going to present in).
- When? (make sure you have the date, time, and day right)



Preparation cont'd ...



- How? (Is it a group presentation or an individual presentation?)



- Why? (Is it part of your coursework, will it give you marks, etc.)
- Who? (Who will be there? Lecturers? Peers? External Examiners?)

Preparation cont'd ...

Once you know all this, what next? Relaxation techniques

- Breathe – do simple breathing exercises before and during the presentation
- Drink water

Let's watch a video on do's and don'ts (but don't call the audience guys) Video 1

<https://www.youtube.com/watch?v=5p0rTNVNW8>

While presenting ...

- Smile (it helps you to relax)
- Look at the forehead, if you are too scared to make eye contact
- Visualize – imagine an appreciative audience
- Move around – will depend on type of presentation
- Speak slowly
- Stop thinking about yourself – focus on sharing knowledge with audience
- Strategies – tell them a story

Let's watch another video - Introduction to Presentation skills (2)



More advice ...

- Try this strategy:
tell them what you are going to tell them
tell them
tell them that you told them
- Outline - its important and it helps
- Cue cards (may be used)



SLIDES

* No distracting animations * Font size * Background

Slides

- Keep it simple
- Use bullets not paragraphs
- 6 bullets per slide, 6 words per bullet
- Think of the slide as a note card
- Use images!
- No complete sentences - if possible

Anything more?

Body Language (guess what the following letters stand for in BL)

EC

FE

G

P

Then what about VV? Or Vocal Variety

P

T

Eye Contact
Facial Expressions
Gestures
Posture
Pitch
Tone

Remember The Big Bang Theory?

Let's watch what Sheldon & Penny have to say:



Winding up .. Let's go through the rest of the information in Lecture 6 Handout 2.



REMEMBER

You never get a second chance to make a first impression.



Thank you!

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