Session 3: Presenting Your Research

- Reviewing signposting

- Aspects of fluency

- Body Language

- Creating slides

- Criteria in selecting visuals

- Presentations & Feedback

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Signposting – Why should we use it?

There are several good reasons:

– Provides clarity and structure; making it easy to follow your arguments and ideas

– Fosters audience engagement

– Highlights key points and emphasizes key takeaways

– Aids accessibility to a diverse audience

– Helps your time management

– Shows your professionalism

Signposting – What could you say? -1

Beginning the main body of the presentation:

— First, I'd like to present / discuss / look at

— Let me start by asking you / showing you / drawing your attention to …

— To begin with I'd like to …

Listing:

— There are three things to consider. First … Second …. Third …

— There are two kinds of … The first is … The second is …

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Signposting – What could you say? -2

Changing the topic:

- Having considered / examined … I'd now like to …

- Let me turn to …

- The next point I'd like to raise / discuss is …

- My next point concerns …

- One other major consideration here is …

- The second relevant fact / factor is …

- I have now come to the most important point …

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Signposting – What could you say? -3

Emphasizing points:

— What is very important is …

— What is important to remember is …

— I'd like to emphasize / stress / highlight

— What we need to focus on is …

— Let me stress once more …

— Let me repeat once more that …

— There are two major questions I'd like to focus on …

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Signposting – What could you say? -4

Referring to visuals:

- Let's take / have a look at this graph

- Take a look at this. As you can see, here … and here …

- Now if you look at this diagram …

- As you can see from this diagram / chart …

- I'd like to discuss this part of the graph in more detail …

- I'd like to draw your attention to this part of the graph …

- The first row in this table is the most revealing …

Signposting – a valuable technique

In summary, using signposting is a valuable technique to improve

– Clarity of ideas

– Audience engagement

– Effective communication of key points

If you haven't already, review and select some signposting phrases from the course book *Presenting in English* for your (mini) presentation

Important aspects of fluency

- the **speed** at which someone is able to speak

- the **frequency** and **placement** of **pauses** in speech

How can you come across as a fluent speaker?

Use prefabricated chunks:

- **collocations**: fixed word combinations
  - (e.g. *to resolve the difficulty)*

- **phrasal verbs**: verb + preposition combination
  - (e.g. *to report back, to rule something out*)

- **idiomatic expressions:** catchphrases or sayings
  - (e.g. *to make ends meet, out of the blue*)

- **social formulas**
  - (e.g. *good to see you again*).

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Collocations: Chunking

Words do not occur in isolation; words occur in chunks:

- To analyse/collect/obtain/gather data

- To discuss at length/briefly/thoroughly

- Meet/fulfil/comply with the requirements

- Large/substantial/marked/significant/sharp increase

- generally/commonly/invariably/strongly associated with

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Collocations

collect

publish

question

invalidate

falsify

show

obtain

produce

report

yield

end

test

Results

conflicting

conclusive

inconclusive

unforeseen

preliminary

encouraging

interim

Prepositions

Many prepositions occur in combinations – noun/adjective/verb + preposition

<u>Some examples</u>**:**

- of interest to

- inherent to

- to put/lay stress on sth / to stress sth

- to have instruction in

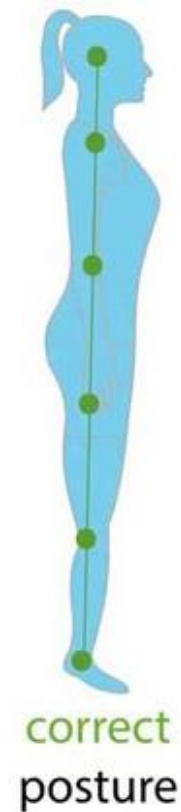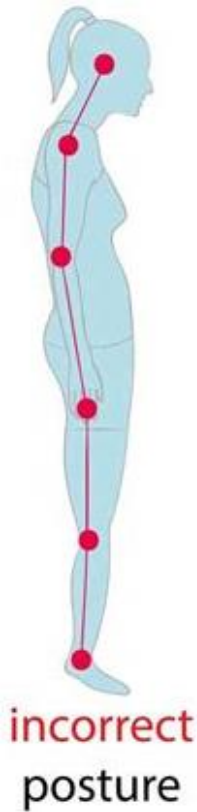**On ELO, session 3 see:** PDF file *Prepositions in Academic writi*ng

Body Language

❖ Posture

❖ Eye contact

❖ Facial expressions

❖ Position and movement

❖ Gestures

How can using these impact your presentation?

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Posture

Relaxed

Upright

Open

incorrect
posture

correct
posture

Eye Contact

- Connect with someone

- Look for 4 seconds, then connect with someone else

- Follow a 'Z' pattern

- Try to connect with everyone in the audience at least once

- A pause in your speech is a good time to shift one's gaze

Z

Practice sustaining eye contact

Presenters sometimes divert their eyes away from the audience usually when thinking of what to say next.

- **Groups of 3 to 4 – can do exercise standing**
  - One person chooses a topic from online file 'mini-presentation topics' [session 3 under 'Delivery'] and speaks for 1 minute maintaining eye contact with group members
  - set the time on a phone
  - The 'audience' claps their hands anytime the speaker breaks eye contact by looking up, down, or away.
  - Switch roles

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Facial Expressions and Movement

- **Facial Expressions**
  - Vary
  - Align expressions with content
- **Movement**
  - Move with purpose to engage audience
  - No pacing
  - No swaying in place
  - Wait about 3 minutes before you start to move

Using Gestures

Why should we use gestures?

❖ Enhances speaker's performance

❖ Improves understanding

❖ Increases engagement

❖ Supports memory and recall

❖ Facilitates cross-cultural communication

❖ Supports non-verbal narrative

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6 Types of Gestures

❖ Emphatic

❖ Descriptive

❖ Symbolic

❖ Connecting

❖ Spatial

❖ Regulatory

Activity/Practice: Gestures Warm-up exercise

Open the online files '6 types of gestures and examples' and 'mini-presentation topics' in session 3.

In pairs, take turns giving impromptu mini-presentations of 1 minute.

- ❖ Using the file '6 Types of Gestures', choose gestures & incorporate them into your mini-presentation.

- ❖ Your classmate can try to guess the types of gestures and provide feedback on their effectiveness.

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Activity/Practice: Gestures Showcase

10 to 15-minute activity

❖ Get into <u>groups of 3</u>

❖ One person – using the 'Types of Gestures' incorporates some of these gestures into a <u>one-minute mini-presentation</u> on their <u>own research topic or one related to their field</u>

❖ Others must:

   ❖ provide feedback on their effectiveness

Let's take a break!
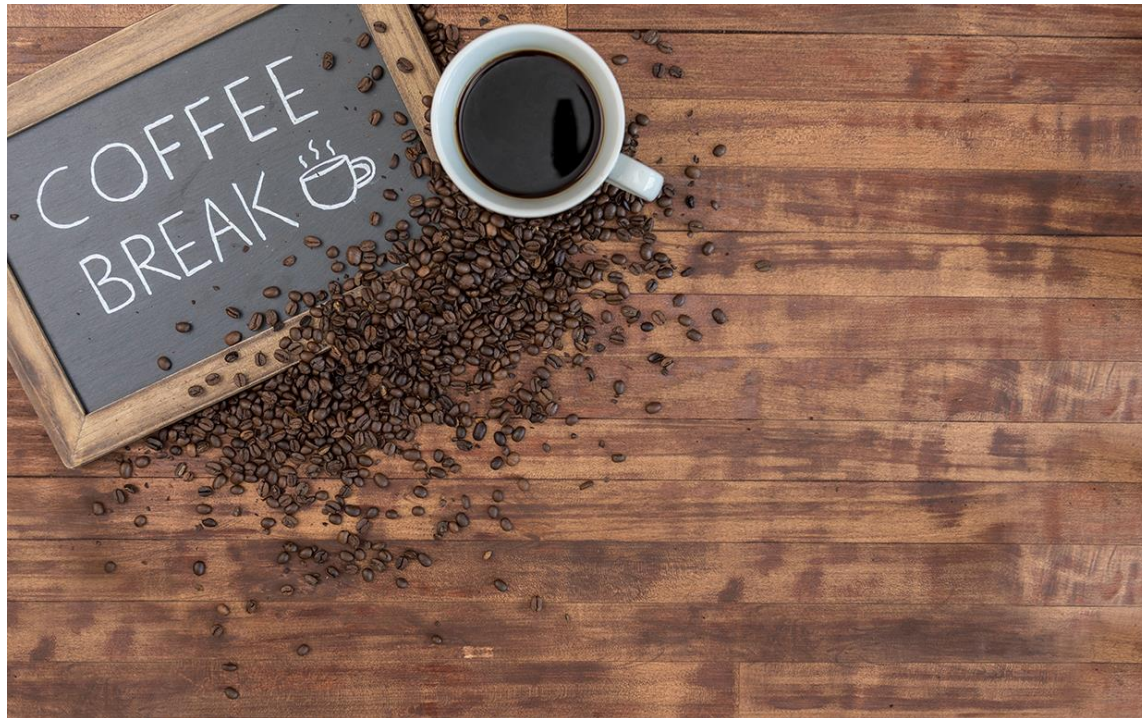
Slides and Visuals

Tips and Guidelines

5 Rules For Making Slides -1

All slides must have a …

purpose

[As well as every graph or chart]

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5 Rules For Making Slides -2

Less is …

more

Tips:

- Try – 20 words or less

- use images and icons

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What do you think of this slide?

Digital Enterprise Services

1. **Digital Marketing**: Design and execute Digital Marketing Plan, capture leads, choose media mix and increase your ROI.
2. **Mobile Insights**: Keep data in the hands of your decision makers wherever they are with interactive solutions on today's mobile devices
3. **Business Analytics**: Understand past performance and prescribe actions through interactive dashboards, reports and predictive analysis.
4. **Social Media**: Setting up social media profiles, maintaining them with relevant updates, and magnify your online reach.
5. **Cloud**: Cloud-based services range from on-demand IT infrastructure and security services to contact center and VoIP services.
6. **Modern Analytics**: Store and analyze large volumes of structured and non-structured data with optimized systems that can scale to meet demand.

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5 Rules For Making Slides -3

Present new points one at a time

•   one idea per slide

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5 Rules For Making Slides -4

Avoid colorful text and …

funky fonts

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5 Rules For Making Slides -5

Use visuals to clarify a message or show what data signifies . . .

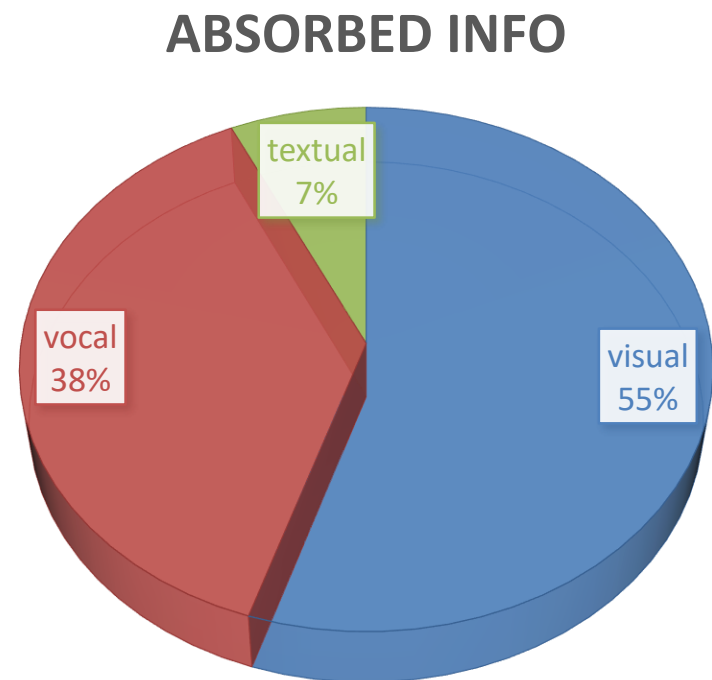<u>not</u> pack more in.

Only show data you intend to discuss…

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Another point to consider

During a presentation people absorb

55% visual info

38% vocal info

7% textual info

ABSORBED INFO

textual
7%

vocal
38%

visual
55%

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A couple more tips

Consider using images from:

thenounproject.com

instead of just Google... See 'Useful Websites' in ELO

Presenting data?

Avoid adding tables to your slides – consider other options

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Bonus Tip

Do you find some key words hard to pronounce or articulate clearly in English?

Feature that word prominently on the relevant slide

Criteria in selecting visuals -1

For guidance in selecting visuals, consider:

- Research objective
  - Clarity of purpose
  - Research type
- Data characteristics
  - Complexity
  - Volume
  - Variability

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Criteria in selecting visuals -2

For guidance in selecting visuals, consider:

- Audience consideration
  - Expertise level
  - Engagement level
- Ethical and technical constraints
  - Avoid misrepresentation and over-simplification (e.g. responses - qualitative data)
  - Feasibility and compatibility of technology

Criteria in selecting visuals -3

For guidance in selecting visuals, consider:

- Presentation logistics
  - Time constraints
  - Flow and cohesion
  - Legibility and visibility

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Activity: Selecting Visuals

- Discuss your selection of visuals <u>in pairs</u>
  - o Use a presentation with results
- Open up file online – tab 3: 'Activity: Discuss types of visuals for presenting results'
  - o Can review 'Criteria for selecting visuals'
- <u>Activity time</u>: approximately 20 minutes

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Tip!

The best way to improve your delivery skills is

record yourself giving presentations...

And then **review**

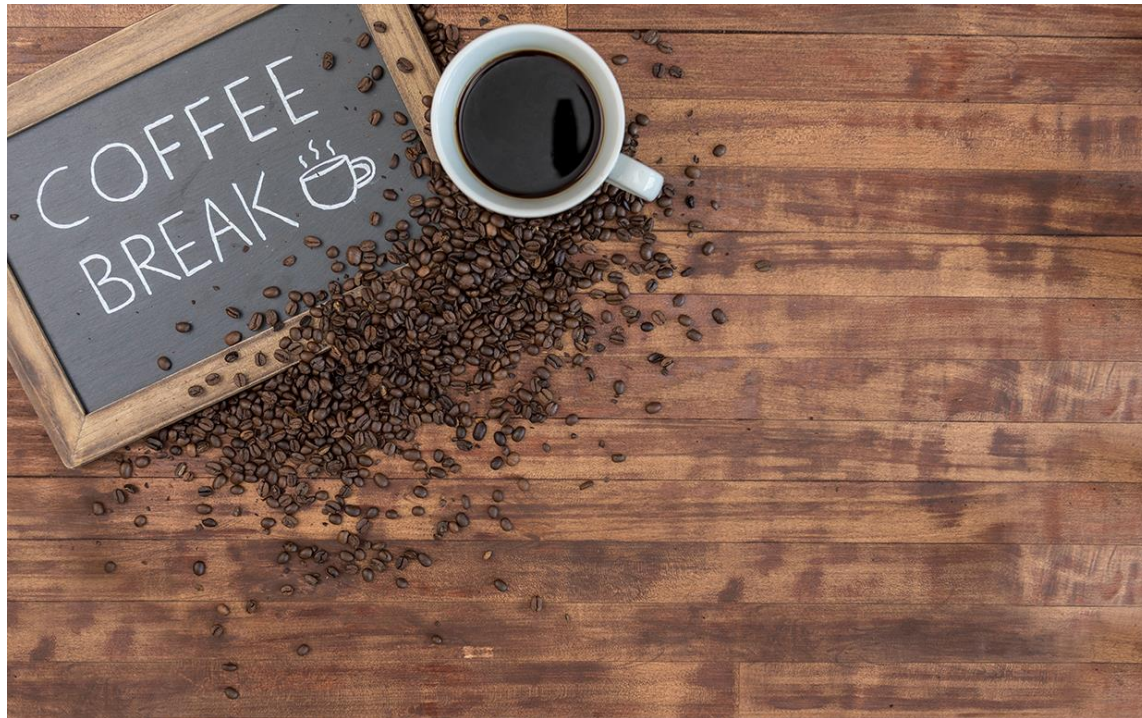with an eye to strengths and weaknesses...

3-minute mini-presentation

- 3 PowerPoint slides <u>at the most</u>

- Content can be anything!

- 3-minute limit for presenting

- 2 to 3 minutes for questions

- Brief feedback by classmates

TIP

Film your mini-presentation & record Q&A & feedback

Let's take a break!

Presentations

- 10 minutes total for presentation

- 2 to 5 minutes for questions

- 15 minutes for feedback

- Use the peer feedback form

TIP

Film your presentation
& record feedback

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Before our next mini-presentation

Reminder for self-study

- ❖ Review PPTs and watch video links
- ❖ Review documents and websites in online course
- ❖ Review recommended chapter(s) in course book *Presenting in English*
- ❖ If presented today: use recorded feedback to reassess your Johari matrix self-reflection
- ❖ Continue with making your poster presentation
- ❖ Use feedback form to help plan your presentations

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3-minute mini-presentation(s)

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TIP

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