

SWEUS

MASARYK JULY 2018



Audio-visual Aids: Surviving a presentation in English

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6/19



IN THIS WORKSHOP

- Brainstorm: experiences of presentations
- Good and bad examples
- The Art of The Powerpoint
- My ideas: a discussion
- Other forms of AV
- Evaluation

BRAINSTORM

*What are your experiences of giving presentations
in English?*

What, for you, are the Powerpoint pitfalls?

GOOD AND BAD EXAMPLES

- **As you watch these two examples, think about what is good or bad with these presentations.**
- <https://www.youtube.com/watch?v=Y1qDNTG9lg0&t=8s>
- <https://www.youtube.com/watch?v=ZR4LdnFGzPk>
- **So, over to you**

THE ART OF THE POWERPOINT

Enjoy!

<https://www.youtube.com/watch?v=MjcO2ExtHso>

MY IDEAS

Please feel free to argue

PREPARATION

- **Consider the audience**
- A presentation succeeds when it is given by a **well-prepared** and **committed** presenter to an **interested** audience, **one that wants or needs to hear it**
- **READ YOUR AUDIENCE**

CHOOSE APPROPRIATE WAYS OF GIVING KEY INFORMATION.

- Use PowerPoint
- Hand-outs? (*Before or after*)
- **Make sure there are no spelling or grammar mistakes in your visuals!**

PROBLEMS WITH YOUR ENGLISH? NERVOUS? INEXPERIENCED?

- The transcript question!
- *Bullet – points and key words: an aid to engagement*
- **Focus on your audience**

REHEARSE, REHEARSE, REHEARSE!

- - especially the introduction
- Use a friend .. or a video camera/'phone
- Learn the Introduction by heart

**Lack of rehearsal = lack of confidence =
poor performance**

MASTER THE TECHNOLOGY

- If you are going to use PowerPoint, (etc.), make sure you check all the equipment is in **working order** and --

that you know how to use it!

STRUCTURE

- **A logical structure for a presentation would be:**
 - Introduction
 - Main body
 - Conclusion

INTRODUCTION

- Welcome the audience
- *Introduce yourself*
- Subject
- *Brief summary (not reading a content list!)*
- Length of talk
- *Question time (When?)*

MAIN BODY

- Facts and figures
- or Opinions and arguments
- or Identification of a problem with a solution

CONCLUSION

- Summarise the arguments *and/or*
- *Reinforce the main points*
- Thank the audience
- *Invite questions*
- “Second conclusion”

DELIVERY (1)

- Speak clearly (*to the back of the room*)
- *Don't allow your voice to “drop”*
- Pause at key points, or repeat them, to avoid misunderstanding
- **READ YOUR AUDIENCE** *and react to their messages*

DELIVERY (2)

Be aware of:

- intonation
- **pronunciation** (*Is accent a problem?*)
- appropriate formality
- **GOOD ENGLISH**
- avoid monotony – **if you sound bored, they'll be bored**

DELIVERY (3)

- Good eye contact keeps the audience's attention
- Don't stare at your powerpoint
- Reading your powerpoint slides? **Patronising!**
- NEVER simply read your notes – *a sure sign of poor preparation*

DELIVERY (4)

- Avoid talking to the Powerpoint or screen.
- ***Do not stand in front of the beamer***
- Stand to one side - use a pointer, the cursor, or a pen to point out information.
- **Left or right-handed?**

DELIVERY (5)

- Think about your posture and body language
- *Keep your body relaxed*
- *Hands are dangerous!!*
- Use the lectern

Don't distract!!!

FINALLY.....

- Don't forget - Good planning = effective presentation
- ***REHEARSE! The more you practise, the easier it will become.***
- **Good luck and try not to be too nervous!**

OTHER FORMS OF AV: OVER TO YOU

USEFUL RESOURCES

<http://www-speakingaboutpresenting.com/delivery/presentation-handouts/>

http://totalcommunicator.com/vol4_1/handouts.html