

PRESENTATIONS

A) PREPARATION

1. TIME MANAGEMENT

2. TOPIC

3. AIMS and OBJECTIVES

4. AUDIENCE ANALYSIS

1. Who are they and how many will be there?
2. What is their knowledge of the subject?
3. Why are they there and what do they expect to learn from me?
4. What are my needs as the speaker? What are their needs as the audience?

5. RESEARCH

- 1) gathering material
- 2) selecting information

6. PREPARING NOTES

What type of notes do you use and why?

7. REHEARSAL

Why?

How many times should you rehearse?

How can you rehearse?

B) INTRODUCTIONS

STRUCTURE

GREETING

POSITIVE COMMENT

NAME

POSITION

TOPIC / TITLE / SUBJECT

PURPOSE

OUTLINE

TIME

AUDIO-VISUAL AIDS

QUESTIONS

C) ENDING

STRUCTURE

SIGNAL TO END

SUMMARY

CONCLUSION

CLOSE

INVITATION FOR QUESTIONS

D) MAIN BODY

1. STYLE

Academic speaking is similar in many ways to **academic writing**, however, it differs in.....

2. STRUCTURE

What are the possible layouts for effective presentations?

3. TRANSITIONS / SIGN POSTING LANGUAGE

E) AUDIO-VISUAL AIDS

F) DELIVERY

1. VOICE

2. BODY LANGUAGE

STANCE

FACIAL EXPRESSION

EYE CONTACT

GESTURES

BODY MOVEMENT

INTRODUCING PEOPLE

(Adapted from: Štěpánek, L., deHaaff, J.: *Akadmeická angličtina*, Grada, Praha, 2011)

Read the dialogues below and decide which form of introducing would be appropriate for small talk in formal (F) or informal (I) situations.

1)

A: Oh, Doctor Fischer, have you met my colleague, Ms Carraro? Doctor Fisher is the Head of our Department. Ms Carraro is the Director of the Office of International Studies in Padova.

B: Hello, Ms Carraro, pleased to meet you.

C: Hello, Doctor Fischer, very nice to meet you too.

2)

A: Professor Colwell, there's someone I'd like you to meet, it's Mr Sanz. Mr Sanz is our National Contact Point in Spain. Professor Colwell is responsible for the UK section.

B: Hello, Mr Sanz, it's a pleasure to meet you.

C: The pleasure is mine.

3)

A: Hi, this is Garry. Garry, it's Eva. Garry is the crazy guy I met in Morocco last year. Eva studies Law and is Mark's best friend.

B: Hi. How're you?

C: Hi.

4)

A: Anybody going to introduce me?

B: Sure. This is Andrea, my room mate. And here's Clara, Steve and Johann, we all met at Erasmus in Barcelona.

A: Hi guys!

C,S,J: Hi!

5)

A: Hello, excuse me ... I'm sorry, I don't mean to interrupt ... I just wanted to introduce myself, I'm Bob Font from the University Press.

B: Oh, hello, nice to meet you. I don't believe we've met before.

A: No, no we haven't. I saw your presentation this morning and I think it is great what you are doing and I just wanted to know if I could ask some questions.

6)

A: Good evening, Mr Siddall, isn't it?

B: That's right, yes, hello.

A: Hi, it's a very nice party you have put on here.

B: Oh, well, glad you're enjoying it!

A: I don't think we've actually met formally yet.

B: No, no I don't think we have.

A: My name's Linda Osborne and I work in our Research and Development Office.

7)

A: Sally, I think you've met Mr Lomell.

B: No, I haven't actually.

A: OK, Mr Lomell is the colleague from Birmingham I told you about. They've been doing more or less the same as us, you know the OPAL Project. Sally is my colleague, Sally is responsible for the quality assurance management.

L: Hi, nice to meet you. And, call me Mark.

S: Hi, Mark. Nice to meet you.

SMALL TALK

I'm being quiet now. That means it's your turn to talk. – I'm trying to think of what to say.
(Cagney & Lacey, 1982)

Task: Match the phrases with their turn taking functions.

- 1) Stating an opinion
- 2) Asking for an opinion
- 3) Agreeing with an argument
- 4) Offering an alternative
- 5) Clarifying
- 6) Requests to repeat
- 7) Finishing a discussion

a)
Sorry, I didn't get that.
Pardon me, you were saying what?
What was that she said?

b)
Of course.
I agree completely.
You're absolutely right.

c)
Personally I think it is obvious.
In my experience, this has never been easy.
Well, speaking for myself, I would not do it.

d)
Sorry, I am afraid, we should be going now as the sessions are about to start.
Oh, we could have something to eat now.
Excuse me for a sec, there's a colleague of mine I need to talk to and I do not want to miss him.

e)
Well? What do you think?
Isn't that true?
How would you react?

f)
No, no, what I said was just the opposite.
Well, I am afraid I have been misunderstood.
Yes, but I was only referring to that particular case.

g)
On the other hand, it does not have to be that straightforward.
OK, but when I come to think of it, there could be some different solutions, too.
Actually, now that I've thought about it more, I wouldn't say it is the only way they could proceed.

Chairing a session

Read the expressions below and comment on their quality. Think of their equivalents.

Can you, please, welcome Ms. Stone.

Just raise your hand and I ask you to give your name and institution.

OK, first we've got Andrew who needs no introduction from me. And we are visiting CARELTS, I am sure you will tell us more about that as you go on. OK, thank you. Do you want to start?

I am afraid, there are not enough handouts for everybody but I think sharing is a good opportunity to make friends.

Welcome back everybody. Have you refreshed and reinvigorated?

I am not going to introduce the speakers as you want to hear them speaking not me speaking about them.

Ladies and gentlemen, welcome to this session in our afternoon programme. Some household first.

In the interest of time we need to move on.

Just wave your hand and say your name and institution.

Welcome to the first of the parallel session. The system we have got this year is that there are breaks between papers, so if you want to go off and go to another one you are not stuck in this stream. Allan and Michelle would be very happy if you stayed but there is not obligation to stay for the whole three. So we've got five minutes between each session for you to go and find other things to do if you want to.

Ok, welcome everybody to this presentation on Media and I really must thank Rosalind and Marta for the last presentation because it was strikingly similar in context to what we are going to hear now.

OK, I will be chairing this afternoon session in this track or strand. The three papers in this session, and, in fact, in all of the sessions, are 30 minutes long and that will generally comprise of 20 minutes of presentation and hopefully 10 minutes or so for questions from the audience.

In order to make sure to be fair on those that are presenting subsequently to have time to change over, but also for those of you who may wish to go to a different strand or those who wish to come to a strand in mid-session, I am going to try to be fairly strict on time. So, that is for the presenters and also for the audience, so we will try to keep to the half hour slot. So this should give an opportunity to move to another session if you need to and for others to arrive.

I think that's all I need to say. Except when it comes to question time because all of this is being recorded, if you can indicate clearly that you want to ask a question, once my colleague here has decided who he is selecting for a question, I will then pass the microphone to you so that everybody can be heard clearly but also so that it's been recorded as well.

So I am about one minute late. It gives me a great pleasure to introduce Martin Lawson from the University of Cumbria, UK. Over to you Martin.

This is the final paper of today's session; we are going to try to stick carefully to time because we want to give you the opportunity to get to the keynote at 25 past. After which there is the surprise and then fun on the beach.

OK. This is the last one, I think, this is the last session. I would like to introduce Rita Hejtoff. And Rita is going to talk about Over to you.

Chris is here from the University of Leicester. And it is great because he is here, he is in the right place and he is on time. Well done, Chris, thanks for that. OK, so Chris is going to be talking about – well, you can see it on the board – and some other stuff.

That is an interesting day today. The last speaker went to the wrong room and we were all here and he was somewhere else looking for us. Quite interesting he finished exactly on time. Right, this is, let me introduce Peter Roy, who comes from deepest Dorset in UK and he is going to talk to us about

Ladies and gentlemen, let me introduce Ian Huglop, who is going to talk about his personal experience with

The problem we've got is that we have to finish at 9:30 or at 9:35 at latest, there is another speaker in here and there is another speaker downstairs which I have to be there for, so you're gonna have to be a little bit quicker, if that's all right....

Presentation Follow-Up Discussion Principles

Structure

The following points can make your handling questions more effective. Explain why?

INVITE QUESTIONS

LISTEN CAREFULLY RIGHT TO THE END

WELCOME THE QUESTION

REPEAT, PARAPHRASE, OR CLARIFY IF NECESSARY

TAKE TIME TO THINK BEFORE ANSWERING

ANSWER THE QUESTION RELEVANTLY

CHECK WHETHER THE QUESTIONER IS SATISFIED

Functions

It is important to identify a purpose of the question in order to apply an effective strategy for your reaction. What would you do or say if a member of the audience:

1. disagrees with you
2. pays you a compliment
3. questions the accuracy of your sources
4. interrupts you
5. asks for clarification
6. asks an irrelevant question
7. asks for repetition
8. asks for some proof
9. is showing off
10. asks strings of questions

LEVEL OF FORMALITY

Task

Read the letter and identify all phrases expressing politeness.

Dear Mr. Stola,

Thank you for your interest in the Department of International Politics. I am terribly sorry that I was unable to meet with you when you visited the Department: I'm afraid that I was not in the office that day. However, I am very keen to explore possibilities of collaboration and cooperation between our departments. I was hoping that you might be able to tell me a little more about what you had in mind. For our part, we are especially keen on seeing the traffic of students between our two countries increase in a number of ways, including perhaps a joint masters programme. We have found that such programmes, whereby students end up with degrees from both institutions after two years of study, are especially attractive to both students and employers. Of course, there are other possibilities as well that we might discuss. I shall very much look forward to hearing from you with a view to pushing this process forward and perhaps to scheduling a meeting at some point in the future (there is a possibility that I could travel to the Czech Republic) in the event that we are able to work out a mutually beneficial arrangement. I do look forward to hearing from you.

With very best wishes,

Richard Jordan

Task

Make a scale of the following emails from the most formal to the least formal one – and show which words or structures show the level of formality.

a)

Dear Peter, (if I may)

Thanks for your message and for putting me in touch with Eva Kodi, who has already contacted me. I have spoken with my head of department and he is keen to explore possibilities for cooperation. I have proposed a visit to your university sometime this summer, where I will be able to get a sense of the place and we will be able to discuss various ideas with Eva, should she be available to visit. Perhaps you might keep in touch with her so that we can coordinate a potential visit with a view to gaining as much as possible from a face-to-face meeting.

Kind regards,

Elizabeth Dawar

b)

Hey there,

great about this, Eva, she's already contacted me. Our head said we should give it a try. Are you around in July or August? I'd prefer to come in summer so let's see what we can do together. BTW, we can all meet with Eva if you like, what do you think?

Cheers,

E.

c)

Dear Professor Andres,

Thank you for your kind message and for introducing me to Dr. Kodi, who has already contacted me. According to the opinion of the Head of Department, Dr. Heyworth, there seems to be clear potential in the offer and it would seem reasonable to explore possibilities for cooperation. Dr. Kodi has been informed that I should be able to visit Masaryk University in July this year (I am afraid I am unable to specify the exact dates at the moment), where areas of mutual interest could be discussed. If it were at all possible, would you be able to arrange the visit with Dr. Kodi in order to enlarge future potential cooperation of the two Departments? I would indeed be indebted.

Very best wishes,

Elizabeth Dawar