SEMINAR 1 Presentations

Quotations - Discuss some of the ideas below.

All

1 "The more you say, the less people will remember." – Anatole France, French novelist (1844-1924)

2 "It is easier to do the job right than to explain why you didn't."

– Martin Van Buren, 8th American president (1837-1841)

3 "Failing to plan means planning to fail." - Brian Tracy, contemporary American management writer

4 "Judge each day not by the harvest you reap*, but by the seeds you plant." – Robert Louis Stevenson, Scottish novelist (1850-1894)

5 "If you can't serve as a good example, you'll just have to serve as a horrible warning." -- Catherine Aird, English writer (1930-)

Task 1 – Try to answer these multiple choice questions.

1. What is the main type of presentation found at international academic conferences?a) informativeb) instructionalc) persuasive*

2. When is the best time to ask questions during a presentation?

a) during the conclusion b) after the conclusion c) after the introduction

3. What is the purpose of the main body of a presentation?

a) to introduce the presenterb) develop the main ideas and supporting sub-ideas of the presentationc) to conclude the presentation

4. When should a presenter conduct* an audience analysis?

a) after the presentation b) during the presentation c) before the presentation

5. Which of the following sentences would be used in the conclusion of a presentation?

a) "Our purpose today has been to ..." b) "I'd like to introduce myself. My name is ..."

c) "Could you repeat that, please?"

6. When making a presentation, the speaker should look at:

a) the floor b) their notes c) the audience

7. An introduction should:

- a) state the purpose of the presentation b) give suggestions* for future research
- c) develop supporting ideas

8. In presentations, visuals are used to:

a) illustrate important ideas b) provide an attractive background c) show examples

Task 2

Complete these sentences by choosing the correct verb. The first one has been done for you.

1. I'd like to *inform* you of the latest news.

a) speak	b) inform	c) describe				
2. Could you up? We can't hear you at the back.						
a) talk	b) say o	c) speak				
3. I'll have to the place as I don't have any photos with me						
a) explain	b) descrit	be c) present				
4. He's going to the latest results.						
a) describe b) inform		n c) present				
5. Let me why we need to cut costs.						
a) explain b) describe c) talk						
6. We'll ha	ve time to	about this over lunch.				
a) discuss	b) say	c) talk				
7. I couldn't how long it will take.						
a) talk	b) speak	c) say				
8. We will you when the project comes to an end.						
a) say	b) describe	c) tell				

Task 3 – Listening – Giving Talks and Presentations

Listen to the first part and complete the notes.

Part 1 – Preparation – key points		
1 Objectives		
2		
3		
4		
5		
6		

Listen to the second part and tick the sections that are referred* to.

Part 2 – Language – "Sign Posting"

1 Introducing the topic						
Good morning, my name is I'm a (student) at (Masaryk University)						
This morning	(talk about)					
Today	I'd like to (describe)					
The focus* / topic / subject of my talk / paper (academic) is						
The aim of my presentation this morning is to (<i>explain</i>)						
I've divided my presentation into						
We can break this area down into the following fields (academic)						
My talk will be in	(three parts.)					
First,	I'd like to (give you an overview of)					
Second,		move on* to				
Then,	'	focus on*				
After that,		deal with*				
Finally,	we'll	consider*				

2 Referring to questions					
•		n't understand / you need clarifying.			
If you don't mind, we'll leave que	stions till the end.				
3 Introducing each section					
So, let's start with (objectives)				
Now let's move on to (the new					
Let's turn our attention to (the					
This leads me to (my third po	• •				
Finally (let's consider)					
4 Summarizing a section					
Let me just run over the key poir	nts anain				
I'll briefly summarise the main issues					
That completes my (description of)					
) 0)				
To sum up	five key neinte)				
So, to summarize (There are	•••				
5 Referring backwards and for					
I mentioned earlier (the impor	tance of)				
I'll say more about this later.					
We'll come back to this point late	er.				
6 Checking understanding					
Is that clear?					
Are there any questions?					
7 Referring to visual information	on				
	transparency				
This	diagram	shows			
	screen				
If you look at this graph you can	see				
What is interesting in this slide is					
I'd like to draw your attention to .					
8 Referring to common knowle					
As you know					
As I'm sure you're aware					
9 Concluding / justification					
As you can see, there are some	very good reasons				
I'd like to leave you with the follo					
In conclusion	wing thought / luca	•			
I hope you've gained an insight i	nto				
10 Inviting questions and deal	• ·	hast to answer them			
If you have any questions I'd	• •	best to answer them.			
I would welcome any comments	or suggestions.				
That's a good point.					
I'm glad you asked that question.					
Can I get back to you on that later? I'm afraid I don't have (the information at present).					
I'm afraid I'm not the right person	n to answer that.				
11 Closing					
That concludes my talk.					
That brings me to the end of my presentation.					
That completes my presentation.					
Thank you for your attention /	listening.				

Listen to the last part and complete the key points.

Part 3 – Delivery – key points
1 Nerves
2
3
4
5

OPENING (Introduction & Outline*)

The introduction and outline must be designed to gain the interest of the audience. If they are poorly prepared, the audience may lose interest. A well planned introduction will "...set an objective framework in which the audience will accept the information as accurate and **as significant**." (Laster & Pickett 1996:442)

Task 4

Which of the items on the checklist* below would you include in an introduction to:

- a) an internal presentation to colleagues?
- b) an external presentation to a public audience?
- c) both of the above
- d) neither of the above

CHECKLIST:

- 1 The main parts or points you will cover
- 2 Any visuals you will use
- 3 Your name and position
- 4 The length of time you will take
- 5 The purpose of your presentation
- **6** When the audience may ask questions
- 7 The title/subject of your presentation

Task 5

Look at this introduction to a presentation. Some of the words and phrases are not formal enough for this type of presentation. Underline the informal language.

Good morning, ladies and gentlemen. Thank you for coming. Today you'll find things out about the structure and running of Masaryk University. I've broken up my presentation into a few bits: to kick off we'll deal with the various schools and faculties, then we'll take a look at the different courses and stuff like that, and lastly we'll look at the day-to-day running of the whole place. You'll get a chance to ask questions and discuss issues at the end of my talk, but shout out if there's anything you don't get.

Can you think of a more suitable word or phrase to replace the informal language?

VISUALS AND AIDS

Task 6 – Choose the best answer.

1. Using overhead transparencies* is a good practice, because _

- a) it reduces* the time required to prepare for the lecture
- b) they are good substitutions* of handouts
- c) it enhances* the lecture and helps the audience to understand

- 2. Music and sound in a presentation _____.
 - a) distracts the audience
 - b) helps the audience to focus
 - c) wakes the audience up
 - d) provides an extra dimension of information
- 3. Showing special objects during a presentation
 - a) distracts* the audience from what is being said
 - b) helps listeners to understand what the lecturer is talking about
 - c) can significantly slow down the lecture
 - d) All of the above

4. The clothing that the presenter is wearing is _____

- a) not an important issue, unless the lecture is fashion related
- b) important because a formally dressed lecturer is more credible*
- c) should be considered and chosen to be appropriate to the particular audience
- d) should be comfortable and not too colourful

5. Handouts are important, because .

- a) they help the audience understand the main idea
- b) they serve as a basic reference
- c) they are useful for writing comments and notes on
- d) All of the above

Vocabulary

- 1. to reap harvest sklidit úrodu 2. *persuasive přesvědčivý
- 3. *to conduct (an analysis) provádět (analýzu)
- 4. *suggestion
- 5. *to refer to (something)
- 6. *reference
- 7. *focus, main or central point
- 8. *to focus on
- 9. *to move on to
- 10. *to deal with
- 11. *to consider
- 12. *outline
- 13. checklist
- 14. transparency, slide
- 15. overhead transparency
- 16. *to reduce, decrease
- 17. *to substitute; substitution
- 18. *to enhance
- 19. *to distract
- 20. *credible
- 21. *appropriate

kontrolní seznam

vzít v úvahu, uvážit

diapozitiv

návrh

odkaz

odkazovat na

zaměřit se na

hlavní bod

přejit na

zabývat se

náčrt. nástin

- fólie do zpětného projektoru
- zmenšit, snížit
 - nahradit; náhrada
 - obohatit, vylepšit
 - vyrušovat, rušit
- důvěryhodný
- vhodný