AII

SEMINAR 1
Presentations

***Quotations** – Discuss some of the ideas below.*

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[1], 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) informative   b) instructional   c) persuasive[2]

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 presenter   b) develop the main ideas and supporting sub-ideas of the presentation
c) to conclude the presentation

4. When should a presenter conduct[3] 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[4] 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.

1. I'd like to _____ 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   c) speak
3. I'll have to _____ the place as I don't have any photos with me.
a) explain   b) describe   c) present
4. He's going to _____ the latest results.
a) describe   b) inform   c) present
5. Let me _____ why we need to cut costs.
a) explain   b) describe   c) talk
6. We'll have 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
9. I´d like to _____ about social work in the Czech Republic.
a) mention   b) tell   c) talk
10. Let´s _____ this issue later.
a) tell   b) discuss   c) say

Task 3 – Listening – <u>Giving Talks and Presentations</u>

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[5] to.

Part 2 – Language – "Sign Posting"

Giving Talks and Presentations
1 Introducing
Good morning, my name is … I'm a … (*student* …) at … (*Masaryk University*)
This morning   I'm going to … (*talk about* …)
Today   I'd like to … (*describe* …)
The focus[6] / topic / subject of my talk / paper (*academic*) is …
The aim of my presentation this morning is to … (*explain* …)
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,		focus on[7] …
Then,	I'll	move on[8] to …
After that,		deal with[9] …
Finally,	we'll	consider[10] …

2 Referring to questions

Feel free to interrupt me if there's anything … you don't understand / you need clarifying.

If you don't mind, we'll leave questions till the end.

3 Introducing each section

So, let's start with … (*objectives …*)

Now let's move on to … (*the next part …*)

Let's turn our attention to … (*the question of …*)

This leads me to … (*my third point …*)

Finally … (*let's consider …*)

4 Summarizing a section

Let me just run over the key points again.

I'll briefly summarise the main issues

That completes my … (*description of …*)

To sum up …

So, to summarize … (*There are five key points …*)

5 Referring backwards and forwards

I mentioned earlier … (*the importance of …*)

I'll say more about this later.

We'll come back to this point later.

6 Checking understanding

Is that clear?

Are there any questions?

7 Referring to visual information

This	transparency[13] diagram screen	shows …

If you look at this graph you can see …

What is interesting in this slide is …

I'd like to draw your attention to … (*this chart …*)

8 Referring to common knowledge

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 following thought / idea …

In conclusion …

I hope you've gained an insight into …

10 Inviting questions and dealing with questions

If you have any questions … I'd be pleased / I'll do my 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 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[11])

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[12] 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[14] is a good practice, because _____.
   a)   it reduces[15] the time required to prepare for the lecture
   b)   they are good substitutions[16] of handouts
   c)   it enhances[17] the lecture and helps the audience to understand

2. In a presentation, the main purpose of music or audio is to _____.
   a)   distract the audience
   b)   help the audience to focus
   c)   wake the audience up
   d)   provide an extra dimension of information

3. Optimally, the showing of special objects during a presentation _____.
   a)   distracts[18] 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 _____.
   a)   is not an important issue, unless the lecture is fashion related
   b)   is important because a formally dressed lecturer is more credible[19]
   c)   should be considered and chosen to be appropriate[20] 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   návrh
5.   *to refer to (something); reference   odkazovat na; odkaz
6.   *focus, main or central point   hlavní bod
7.   *to focus on   zaměřit se na
8.   *to move on to   přejít na
9.   *to deal with   zabývat se
10. *to consider   vzít v úvahu, uvážit
11. *outline   náčrt, nástin
12. checklist   kontrolní seznam
13.   transparency, slide   diapozitiv
14.   overhead transparency   fólie do zpětného projektoru
15. *to reduce, decrease   zmenšit, snížit
16. *to substitute; substitution   nahradit; náhrada
17. *to enhance   obohatit, vylepšit
18. *to distract   vyrušovat, rušit
19. *credible   důvěryhodný

20. *appropriate   vhodný

Word bank

1. oral presentation	ústní prezentace
2. to give a speech	přednést řeč
3. to deliver a speech	mít řeč
4. to make a speech	mít projev
5. to speak in public	mluvit na veřejnosti
6. attentive audience	pozorné publikum
7. to raise a question	položit otázku
8. to discuss some issues	diskutovat o některých problémech
9. to clarify	objasnit
10. to ask for clarification	požádat o objasnění
11. to overcome nervousness	překonat nervozitu
12. to present an idea	prezentovat myšlenku
13. to show enthusiasm	projevit nadšení
14. to go down well with the audience	najít odezvu u publika
15. to fail to succeed	neuspět
16. to commit a blunder	dopustit se velké chyby
17. to do one´s best	vynasnažit se
18. to speak up	mluvit hlasitě
19. to speak softly	mluvit tiše
20. to applaud	tleskat

Presentation Assessment Criteria

Consider the following criteria before making your presentation:

1. Organisation   - preparedness
                           - logical sequence   - introduction
                                                          - sing-posting language
                                                        - key points
                                                        - conclusion
                                                        - closure
                                                        - timing

2. Content   - topic coverage   - relevant to humanities and social
                                                                      sciences
                                                    - informative
                                                    - understandable
                                                    - interesting
                                                    - entertaining

3. Language 	- appropriate to audience - explanation of jargon
	- voice - speed
			- volume
			- clarity
			- intonation
	- grammatical accuracy
	- correct pronunciation of key words

4. Body language 	- eye contact (with the whole class, not only the teacher)
	- good use of notes; not reading large parts of the presentation
	- stance, enthusiasm

5. Visuals (Optional) - appropriate
			- supportive
			- clear

6. Questions 	- handling of the discussion
			- clear, appropriate responses