

Presenting Skills

Integrating Presenting Skills into the Curriculum

Overview

Motivation

Principles

Practice

Motivation

Questions

Why teach presenting skills?

Selling the course

Questions

Do you teach presenting skills?

In a regular class?

In a specialized class?

What is a presentation?

What is a presentation?



Why teach presenting skills?

Students need them

Why teach presenting skills *in English*?

Not taught elsewhere

Good language practice

Change of pace

Why teach presenting skills in English?

Transfer to speaking/writing

Transfer to L1

Selling the course



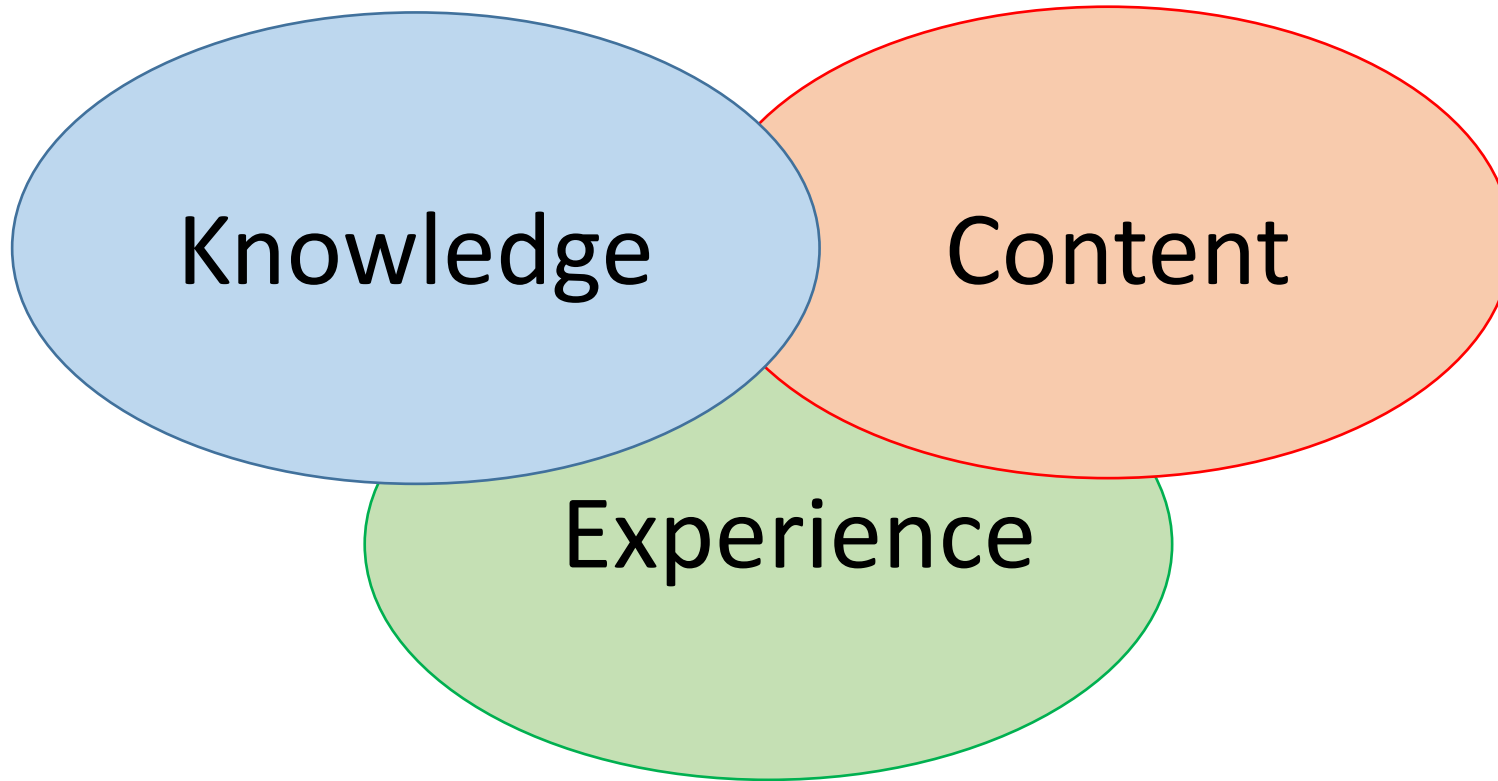
Principles

3 elements

3 skill areas

3 class foci

3 elements



3 skill areas

Physical

Content

Design

(bonus skill area: Rhetorical)

3 class foci

Teaching

Practice

Presenting

Practice

Presenting skills

Presenting classes

Resources

Presenting skills

Physical skills

Content skills

Design skills

Rhetorical skills

Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Posture



Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Eye contact



Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Voice



Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Gestures



Physical skills

Posture

Eye contact

Voice

Gestures

Movement

Movement



Content skills

Message

Structure

Beginning and end

Points

Content skills

Message

Structure

Beginning and end

Points

Content skills

Message

Structure

Beginning and end

Points

Structure



Content skills

Message

Structure

Beginning and end

Points

Beginning and end



Content skills

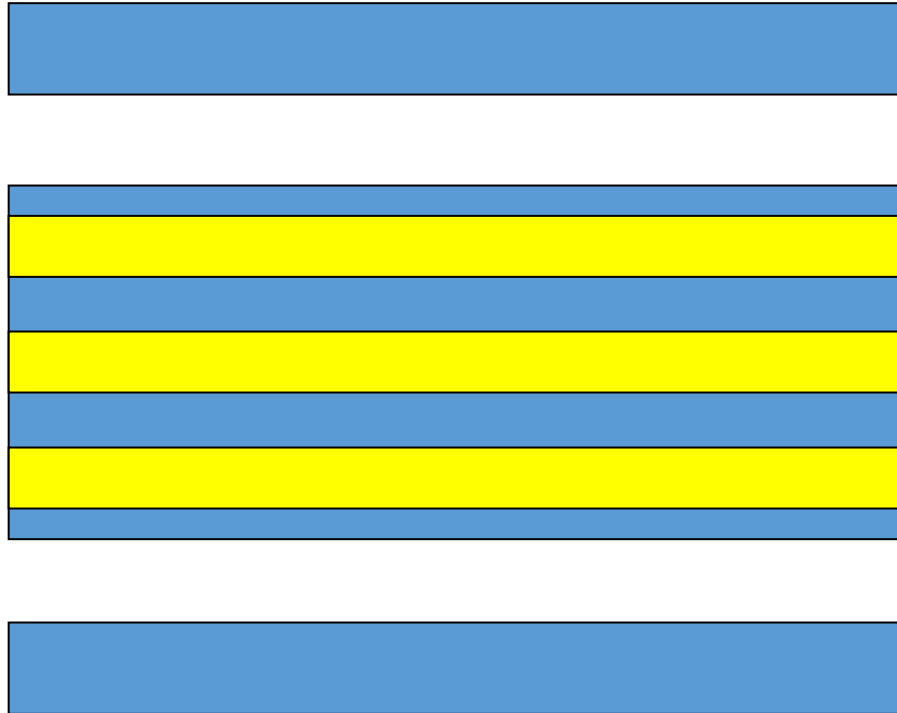
Message

Structure

Beginning and end

Points

Points



Design skills

Simple

Different elements

Support the presentation

Usability

Design skills

Simple

Different elements

Support the presentation

Usability

Design skills

Simple

Different elements

Support the presentation

Usability

Design skills

Simple

Different elements

Support the presentation

Usability

Design skills

Simple

Different elements

Support the presentation

Usability

Usability

This is 40 point text.

This is 32 point text.

This is 24 point text.

This is 18 point text.

This is 12 point text.

This is 10.5 point text.

Usability

This is black text.

This is grey text.

This is red text.

This is yellow text.

This is pink text.

Design



How not to give a presentation

Ben Shearon
Tohoku University

Each slide should have one point

- Each slide should have one idea on it
- You should make a new slide for each new point
- This will help your talk flow more smoothly
- Don't write your ideas out in sentences: instead use pictures or key words
- You should try to talk without looking at the screen

Never read from your slides

You should not read the text from your slides, because the audience can read faster than you can speak. If you read the text on the slides it is very boring for the audience. Also, they will stop paying attention to you and just read your slides. Slides with a lot of text are difficult to read and look bad. Also, if the text is too small it is difficult to see from the back. If you have a lot of text, it is better to make a handout and give it to the audience. Don't make slides like this.

Don't use special effects

- Most special effects and animations in powerpoint look bad
- The audience should not notice the animations: they are not important
- If your animations take a long time, they will interrupt your flow
- If you are not sure, don't use an animation

Don't **USE** too many fonts or colours

- **Your slides** should have simple designs
- If they don't, they will look bad
- Good design does not *stand out*
- Remember, the *important* thing is your message
- If you are not sure, keep it simple

Use images

- Don't just use words in your presentation
- Photographs can add emotion to your presentation
- Charts and diagrams can explain things
- Using effective visuals can make your message stronger
- Don't make slides like this

Rhetorical skills (techniques)

Rhetorical questions

Comparisons/contrast

Repetition

Signposting language

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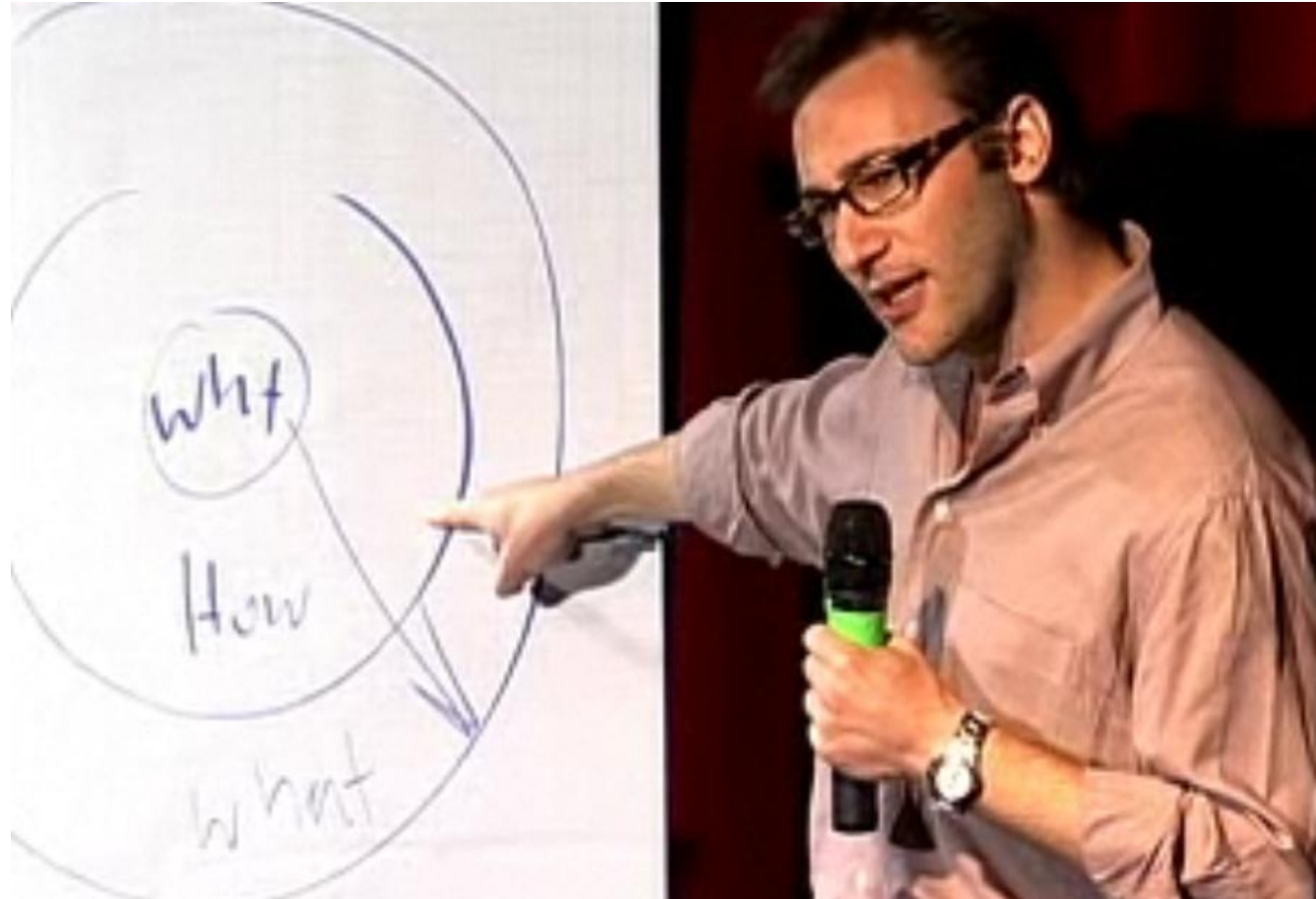
Repetition

Signposting language

Comparisons/contrast

*How great leaders
inspire action,*

Simon Sinek
TEDx 2009



Rhetorical skills (techniques)

Rhetorical questions

Comparisons/contrast

Repetition

Signposting language

Presenting classes

Curriculum design

Lesson planning

Activities

Presenting classes

Curriculum design

Lesson planning

Activities

Curriculum design

Chose skills and decide order

Number/type of presentations

Content

Activities

Presenting classes

Curriculum design

Lesson planning

Activities

Lesson planning

Review

Introduce

Practice

-> kaizen cycle

Presenting classes

Curriculum design

Lesson planning

Activities

Activities

Practice activities (solo/pair/group)*

-> teach students how to practice

Presentations

Watching presentations*

-> watch *deliberately*

Resources

Smartphones

Textbooks

Online videos

Resources

Smartphones

Textbooks

Online videos

Resources

Smartphones

Textbooks

Online videos

Resources

Smartphones

Textbooks

Online videos

TED

Content

Subtitles

Interactive transcript

Diversity

Shawn Achor

*The happy
secret to better
work,*

TED 2011



Hans Rosling



The best stats you have ever seen, TED 2006

Key takeaways

Sell the course

Knowledge/content/experience

Individual skills

Effective practice/deliberate watching

Questions?

Stretch

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