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ORAL PRESENTATIONS

Técnicas para presentaciones orales en inglés

Oral presentations in English

Day 1

1. Intro:

- Types of presentations
- Structure

2. Technical tips

3. The language of presentations

Day 2

Students' practice

Evaluation of presentations

1

Introduction

Types of presentations

- The process

Structure

- Introduction
- Body
- Conclusion

Content: A presentation is *NOT*:



- ❑ a technical journal paper
- ❑ a final report
- ❑ a book chapter
- ❑ a medium for conveying fine details

Content: Present ideas, not details



Applies to

- Text
- Equations
- Graphs, not tables

ABC's of Communication

- ACCURACY
- BREVITY
- CLARITY

Different Types of Presentation



- We present in front of our peers to get recognition of our work.
Create an impact.

- We present to get a job, promotion in the job, graduate admission, fellowship, etc.
 - ▣ *Convince the board.*

- Other Academic & Industrial settings

Speeches are usually classified into one of three categories



- Impromptu (1-2 min)
- Standard (2-7min)
- Keynote (7+ min)

Oral Presentation Process

Plan

Rehearse

Deliver

Planning Involves Determining

Purpose

```
graph TD; Purpose[Purpose] --> Audience[Audience]; Audience --> Timing[Timing Issues];
```

Audience

Timing Issues

Also Means Determining

Content

```
graph TD; A[Content] --> B[Visual Aids or Graphics]
```

Visual Aids or Graphics

Most Important Point of All



Preparation

A process that yields an effective presentation



Step 1: Plan

Step 2: Organize

Step 3: Prepare the Content

Step 4: Practice

Step 5: Get there

Step 6: Speak to the audience

An INTRODUCTION



- ▣ *Who* has done this work?
- ▣ *What* work has preceded this? *What* is the context?
- ▣ *When* was the work done?

- ▣ But most importantly,
- ▣ *Why* is this work important?

- ▣ Give the audience a reason to listen!

Step 1: Plan



- Who is the audience?
 - ▣ Make the level of the material appropriate to the audience
- What is the message?
 - ▣ Have a clear point that you want to convey

Step 2: Organize



- How long is the presentation?
 - ▣ Present enough material to convey the message
 - ▣ Leave time for questions
- Follow the *golden rule*

Golden Rule

- 1) Tell the audience what you're going to tell them
- 2) Convey the information
- 3) Tell the the audience what you've told them

2

Technical Tips

Visual Aids

Delivery



Visual Aids

Presenting Figures and Diagrams

- A picture is worth a thousand words.
- A picture **with a few hundred words** is worth a thousand words.

Visual Aids



- Combination of OHP and flip chart with pens often good.
- First visual should give the title of talk.
- Second should show structure of talk – main headings.
- Keep text to minimum – never just read text from visuals.
- Do not use too many visuals – guide is one per minute.
- Use pauses – give audience time to comprehend picture.
- Never show a visual until you want to talk about it.
- Remove visual once finished talking about it.
- Switch off equipment not in use.

Equipment glossary

- (slide) projector
- – slides (Br. Eng.)
- – diapositives (Am. Eng.)
- overhead projector (OHP)
- – transparency (Br. Eng.)
- – slide (Am. Eng.)
- flip chart
- whiteboard

Technical Tips

- How many slides?
 - ▣ Typically 1-2 minutes per slide
 - Too many slides – key points lost
 - Too few slides – tends to be “boring”
 - In 20 min talk – 10-20 slides
 - ▣ Does this slide reinforce my message?

Content: Make it readable



12 point

18 point

24 point

32 point

44 point

Match the font size to the presentation room



Overhead Transparencies



- Use large enough font
- Do not constantly read from the Ohs
- Face your audience, project your voice
- Point to the film not the screen
- Rehearse, practice, prepare

Using Presentation Tools



COLOR

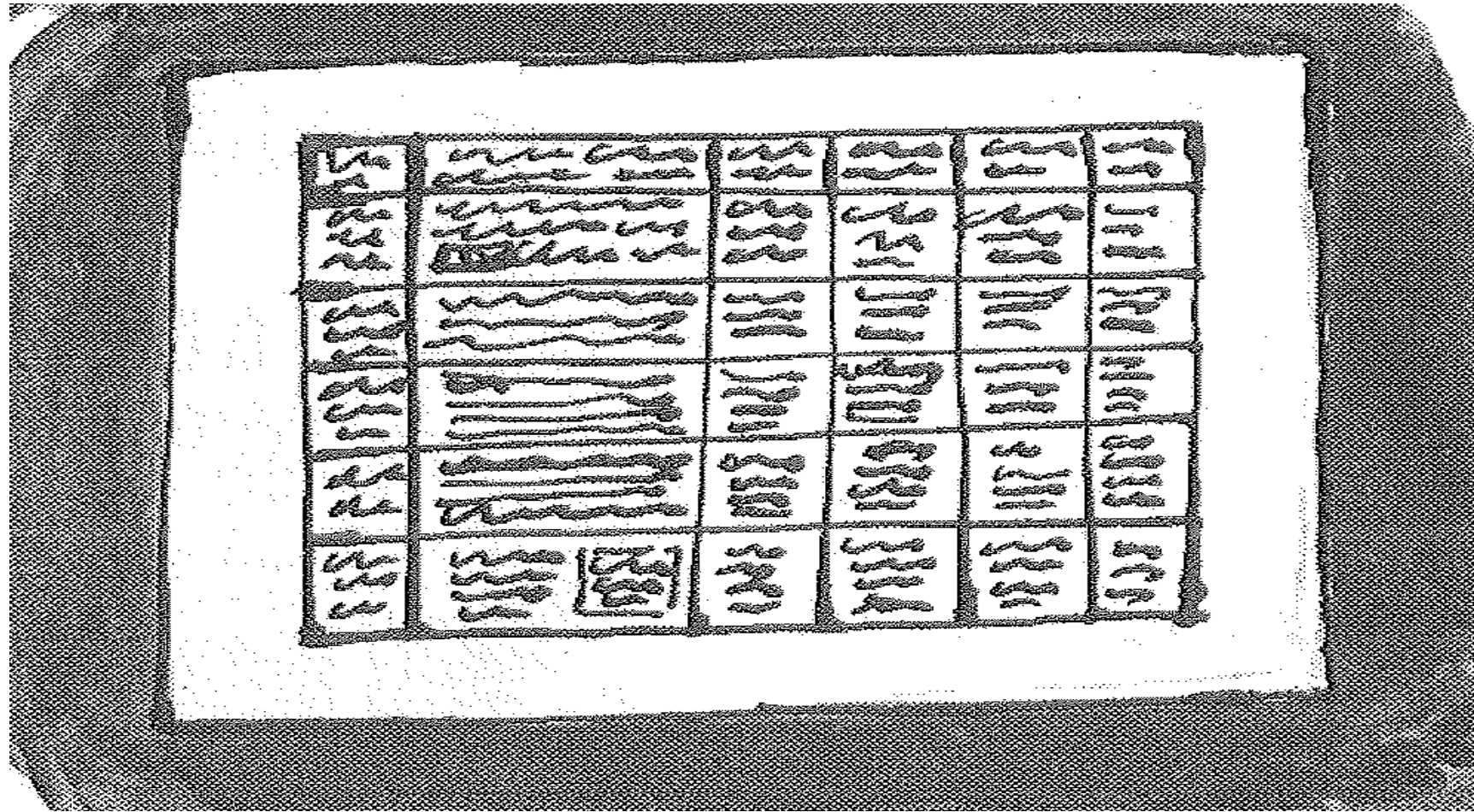
- red = strong, emotional
- yellow = optimism
- blue = calm
- violet = whimsical, humorous
- green = money, feedback wanted

Presenting Numbers



- Summarise - do not over-crowd
- Distil the essence - everything there should be meaningful
- What's the point - have your story in mind

Do not over-crowd, summarise



What Colors?



- Must be legible
- Need contrast on graphics
- Need contrast on background
- Use dark background

Red Background

- A red background is not very effective

Neither

- Is a green background

Pink Background

- Is hard to take by most people
- Often hard to read

Technology: Color



Avoid low contrast or dark-on-dark combinations

Dark letters on a light background are best for opaque images

Light letters on a dark background are best for projected images

Avoid red and blue

Avoid red and blue

Key Elements of Visuals

Background & Color

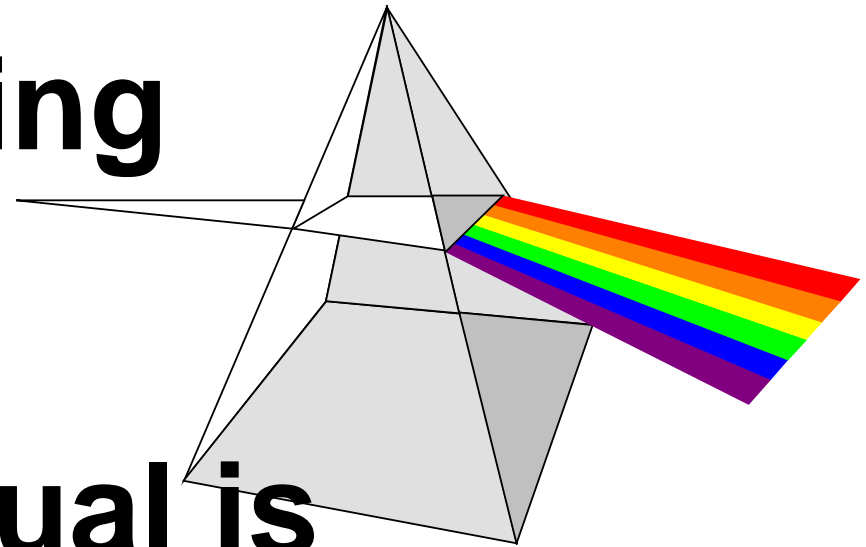


Contrasting Colors

- Clear and clean text
- Dark background with light text
- Avoid nauseating combinations
- Avoid pastels – wash out on projection

VA Guidelines

- **Remove visual right after using**



- **Make sure visual is pertinent**

Review Graphics

- Point out important details
- Have key ideas in graphics
- Design for Audience
- Use Color whenever possible



Delivery

Presentation Mechanics

- Dress
- Mannerisms
- You are the expert!
 - Don't read slides
 - Don't read notes
- Eye Contact
- Avoid Laser Light Shows!
- Learn to mask nerves

Step 4: PRACTICE!

Practice so that you are comfortable with the equipment

Practice so that the timing is correct

The first time you try something is never your best performance:

Videos

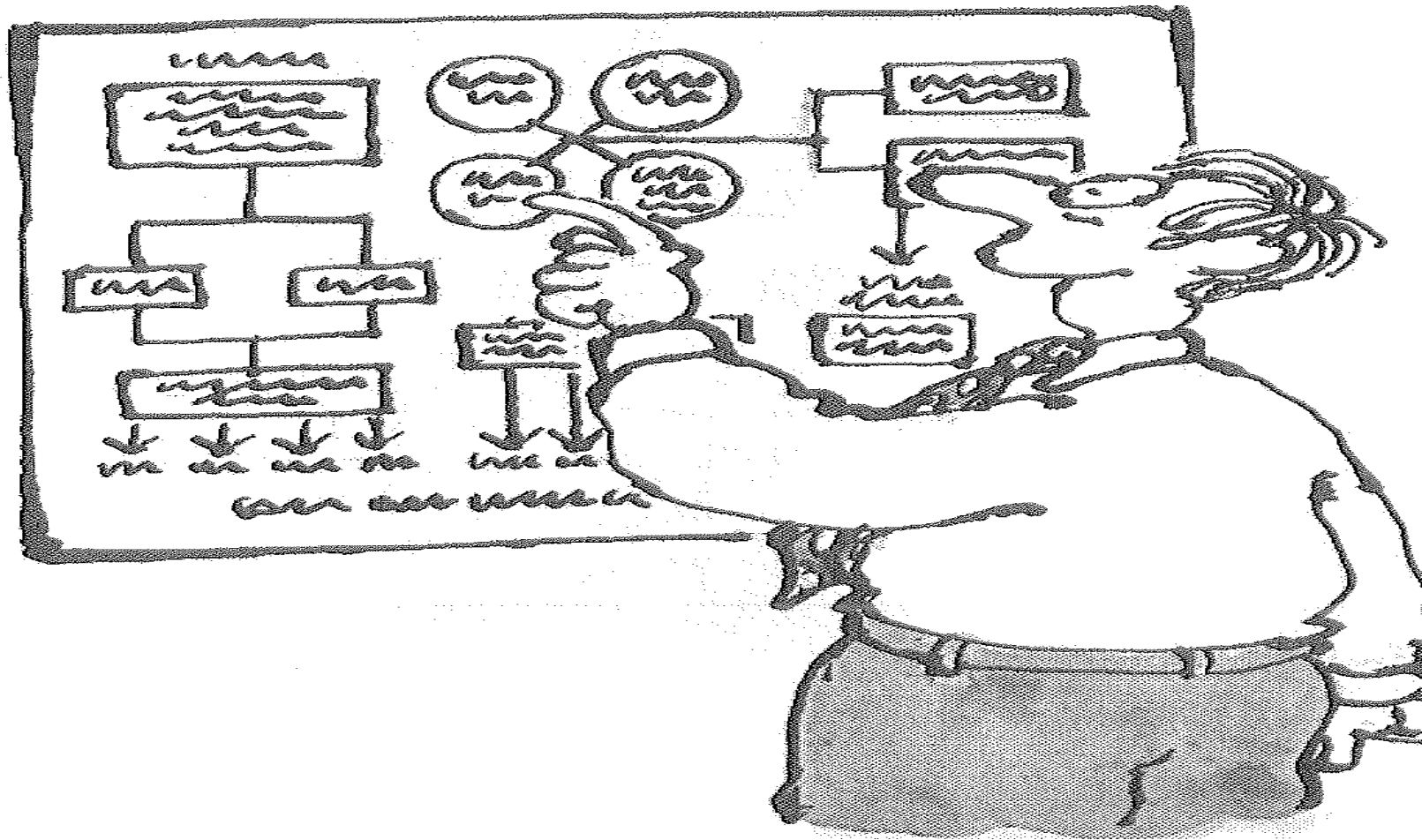


- Professional presentations
- Effective presentations

Position
Production
Merchandising
Marketing



Speak to the Audience



Visual aids: glossary



pie chart

map

bar graph

table

diagram

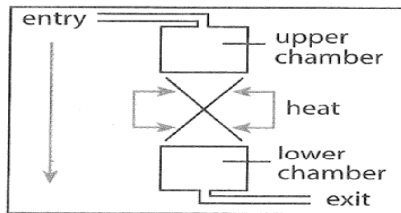
picture

line graph

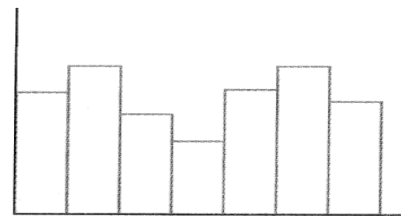
flow chart

plan

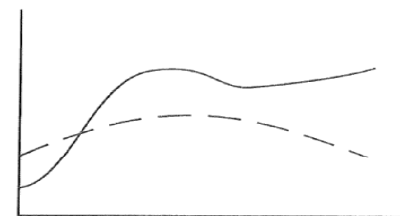
a



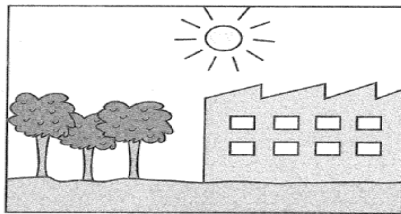
b



c



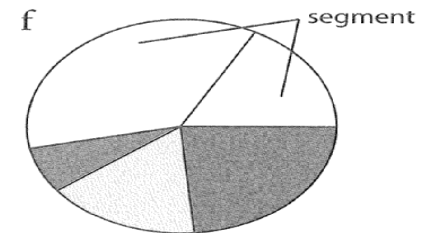
d



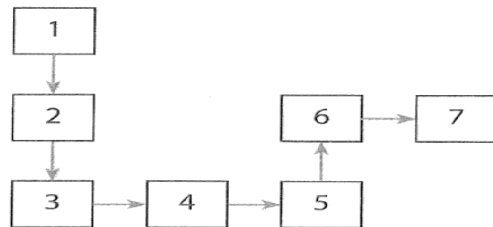
e

A table with 3 rows and 5 columns. Each cell contains a scribbled pattern. Brackets on the right side label the horizontal lines as 'rows', and brackets at the bottom label the vertical lines as 'columns'.

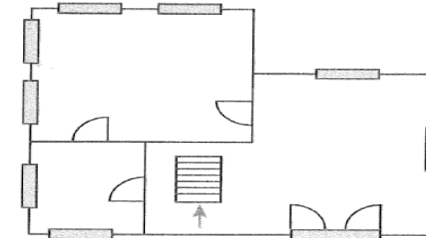
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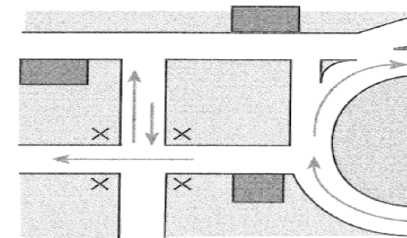
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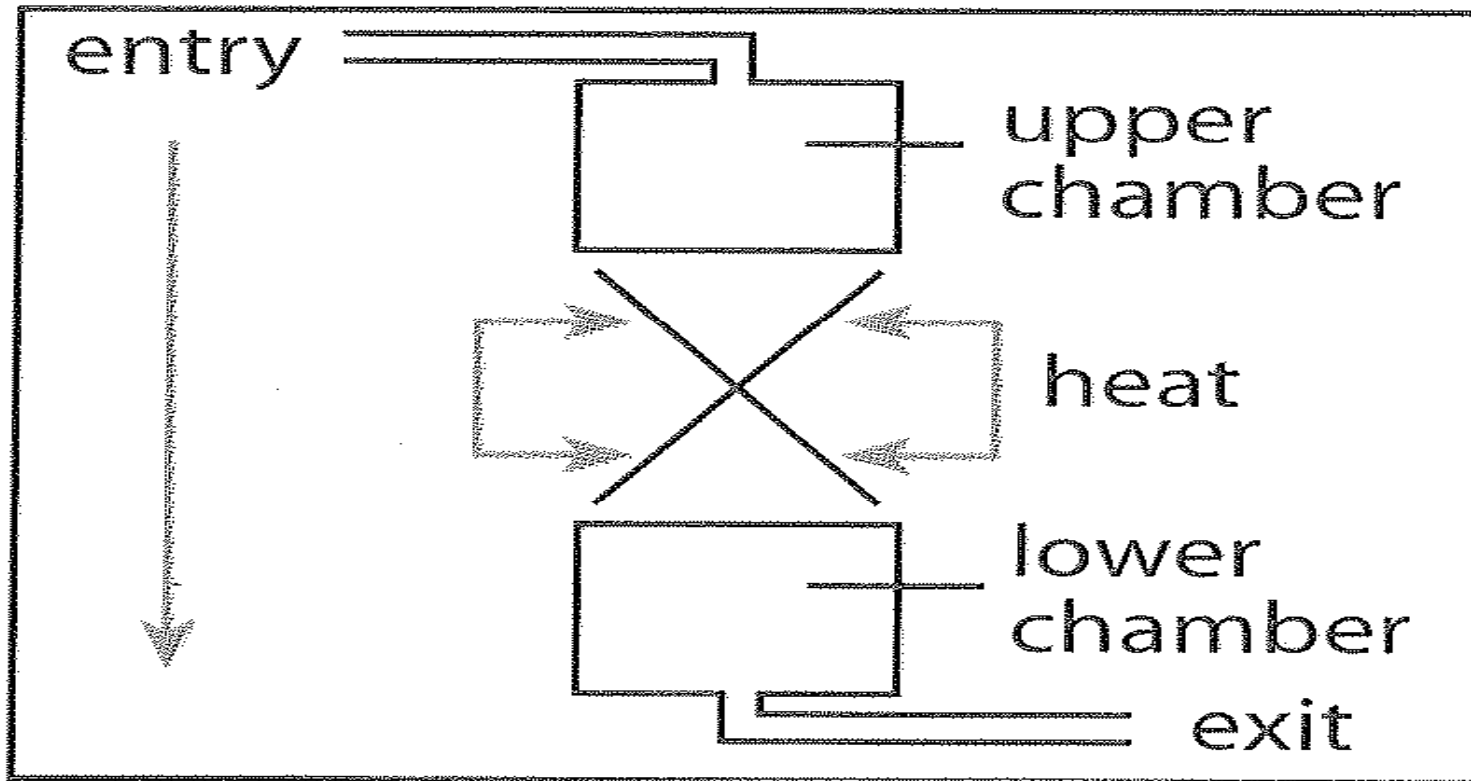
h



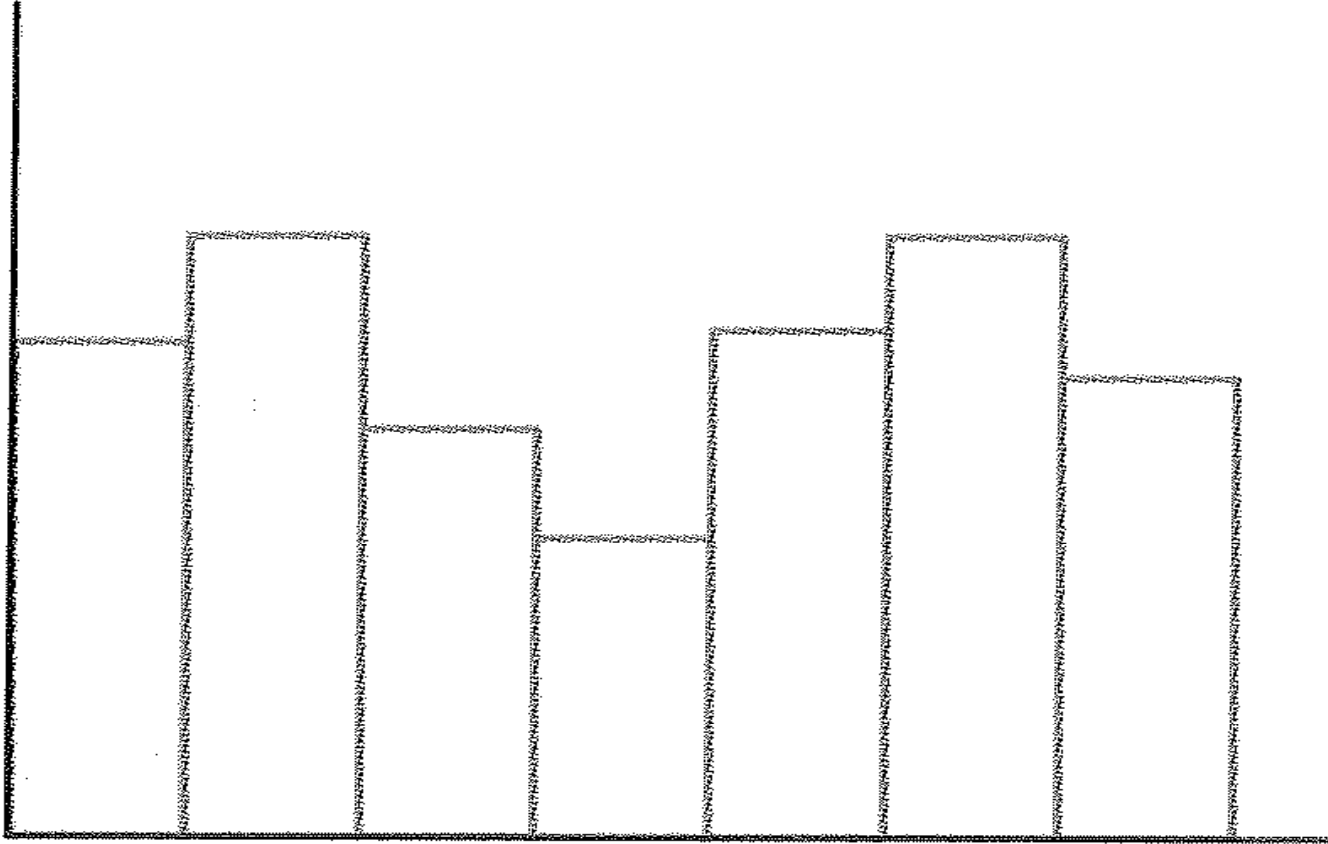
i



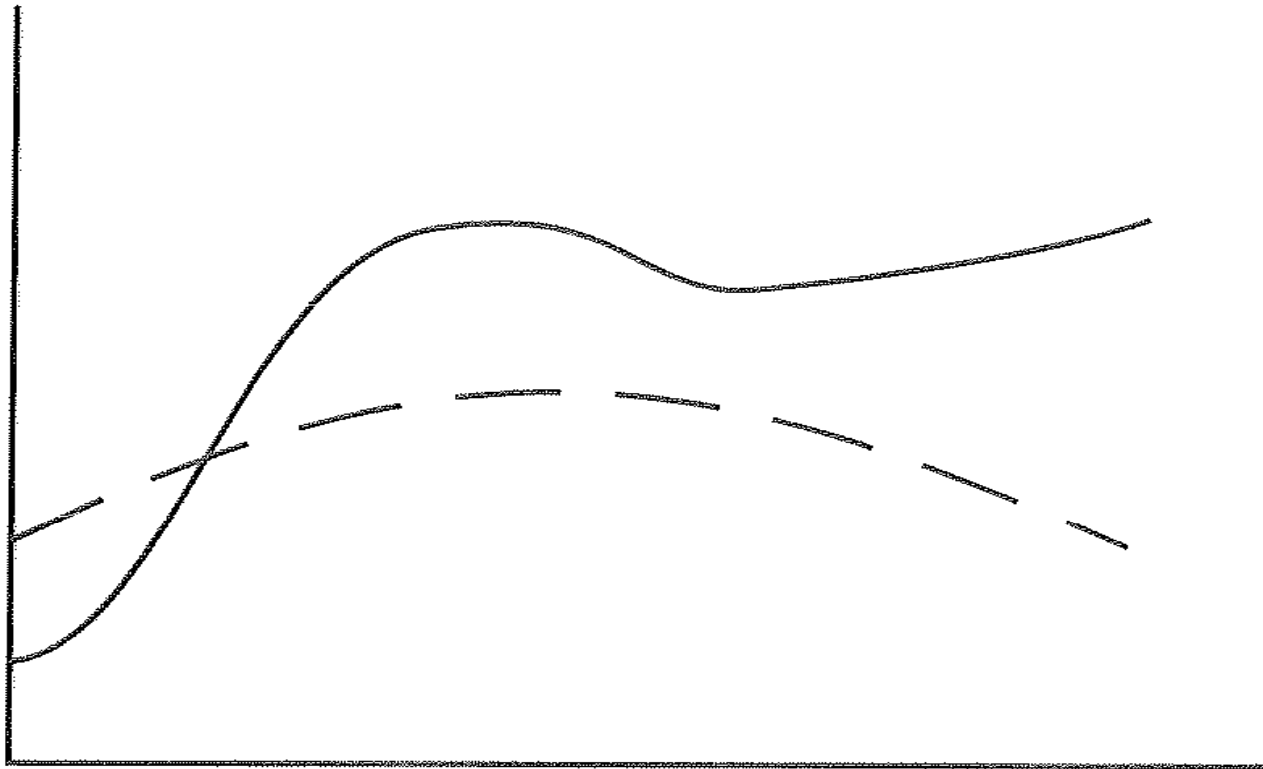
diagram



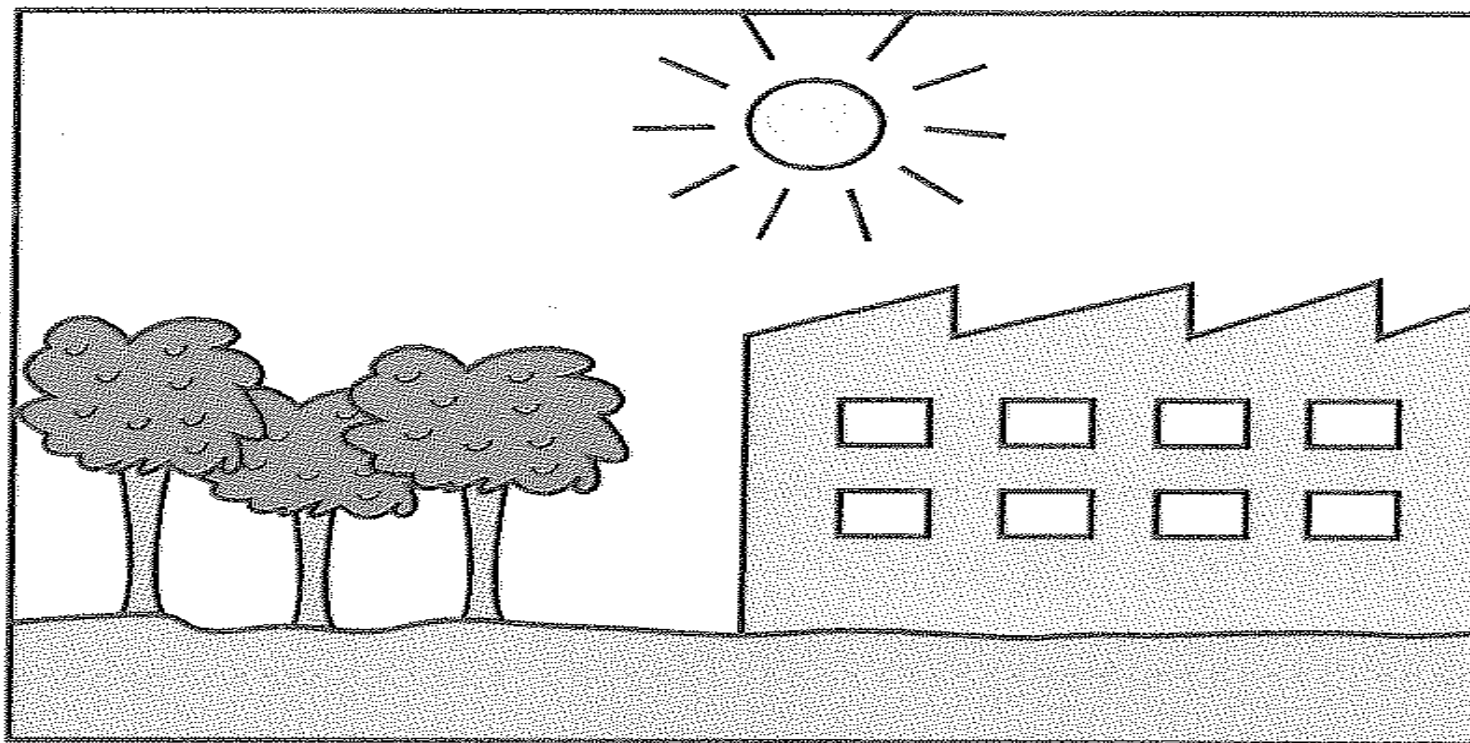
bar chart



line graph



picture



table

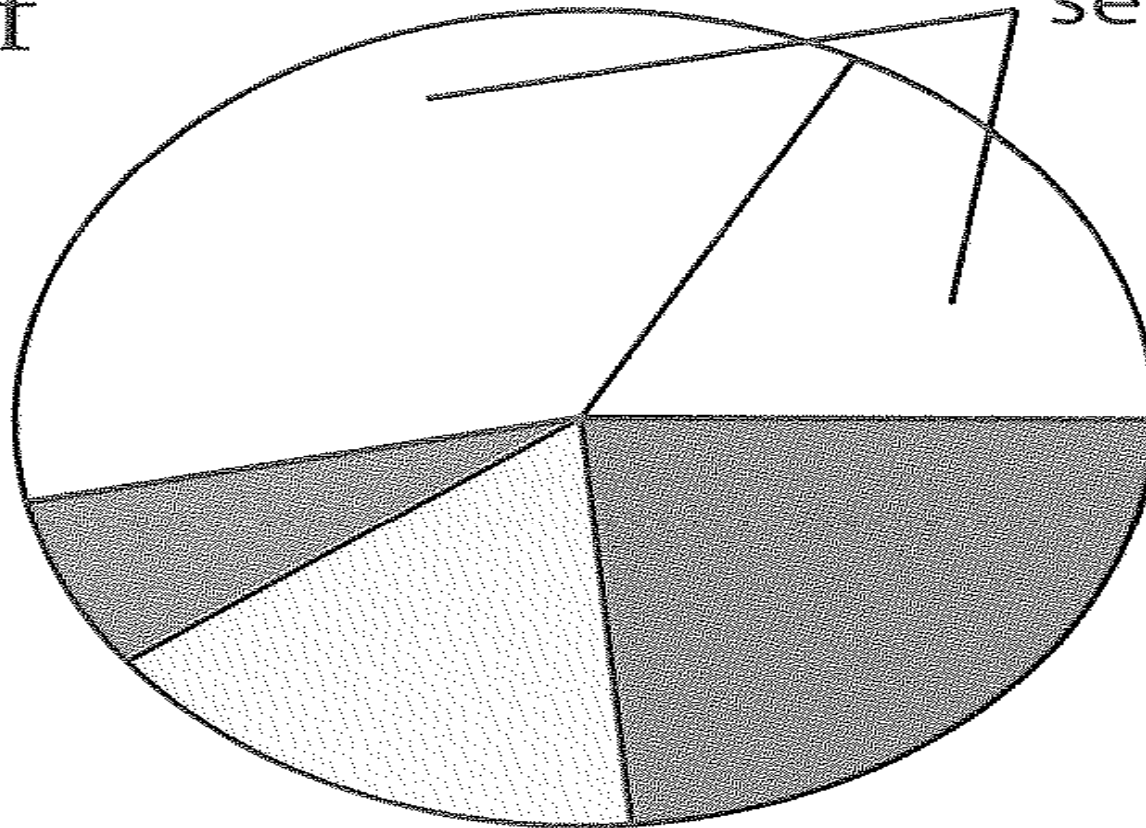
words	in	the	the	the	
words	in	the	the	the	
words	in	the	the	the	

rows

columns

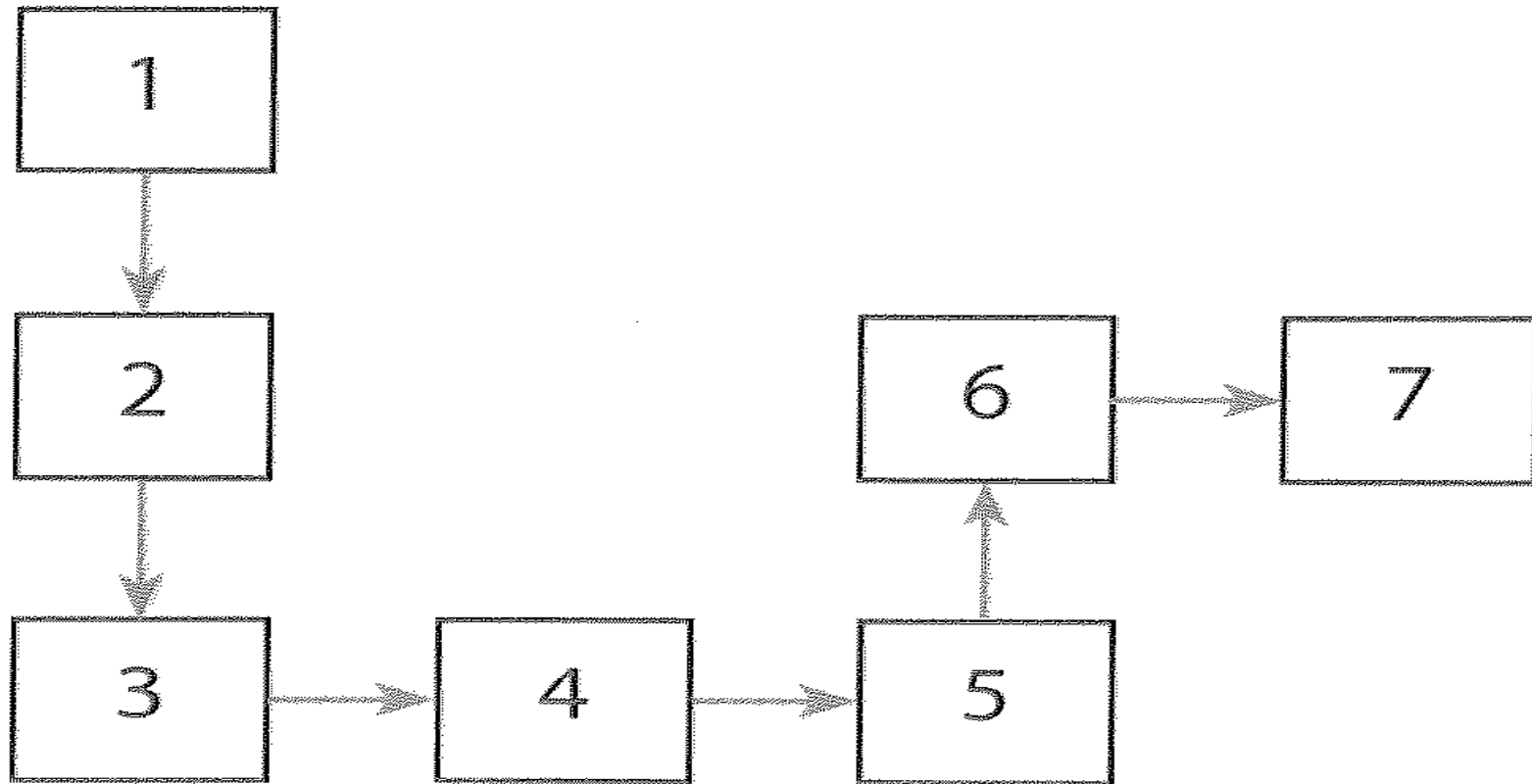
pie chart

f

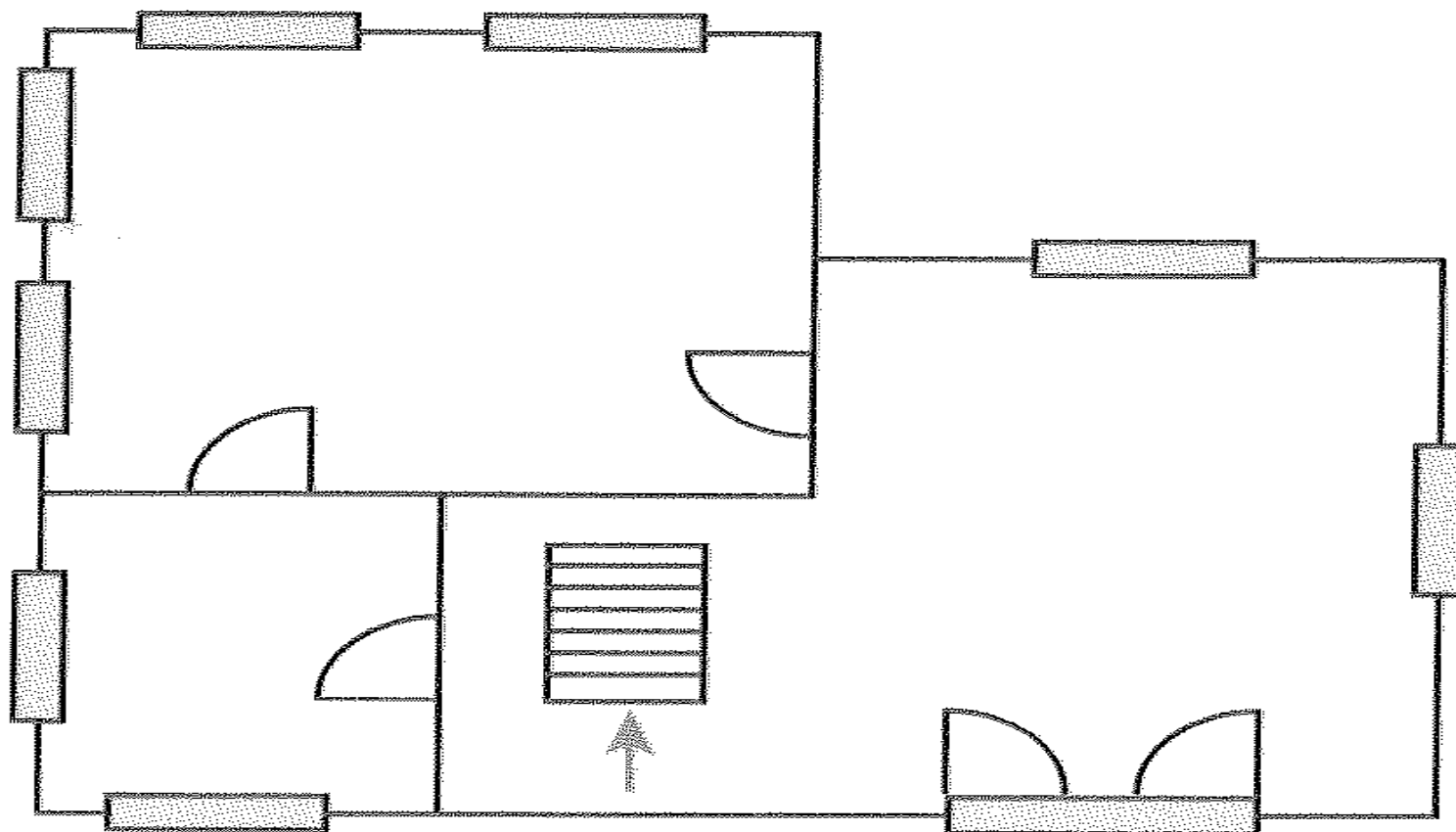


segment

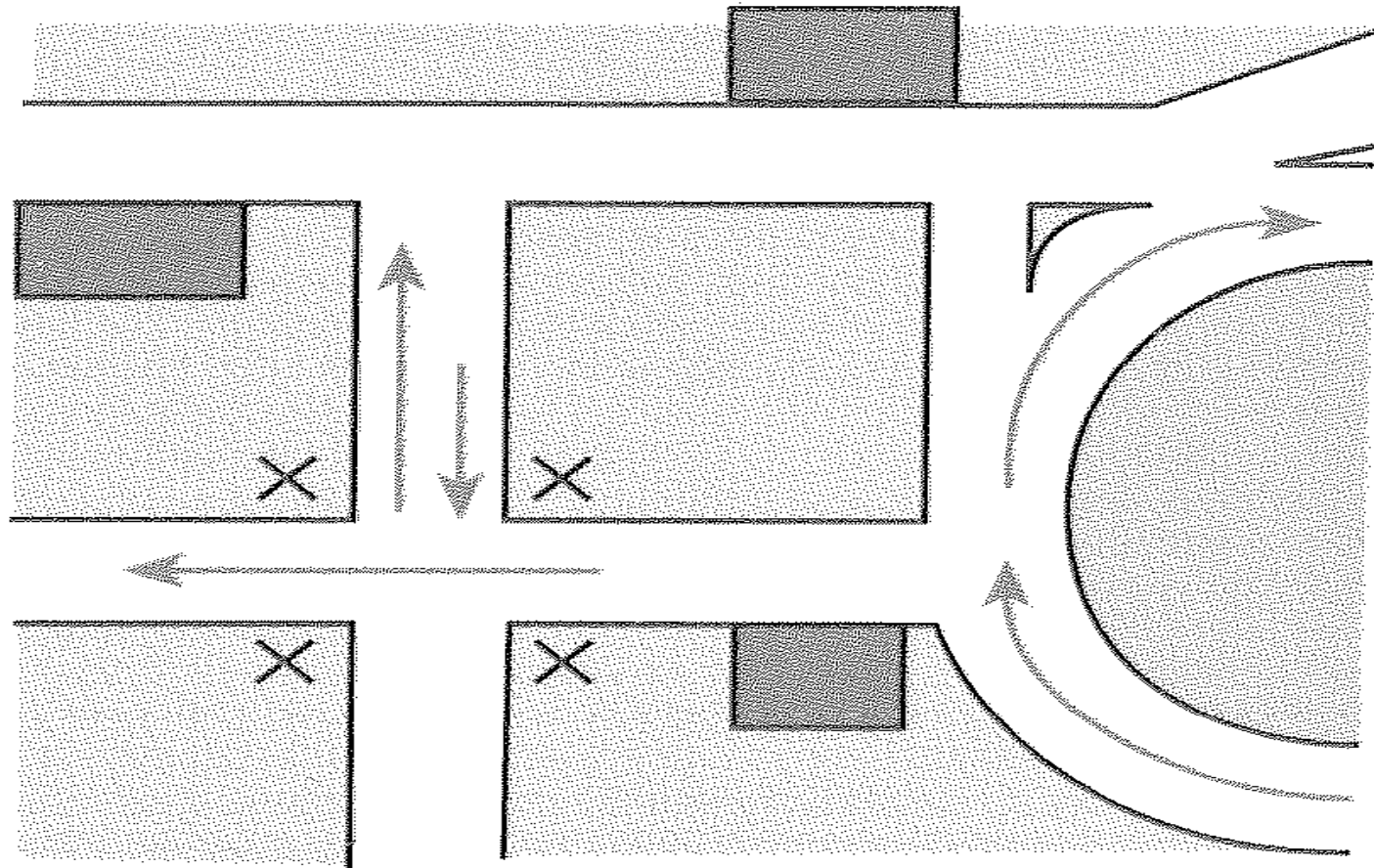
flow chart



plan



map



Step 6: Speak to the Audience



Three rules:

Speak to the audience

Speak Audibly

Speak Intelligibly

Oral Presentation Tips



- Be a presenter, not a reader
- Hands:
 - ▣ out of pockets
 - ▣ not folded
- Note the person in the furthest row:
 - ▣ Look at them
 - ▣ Let them hear you
- Use a consistent format
- Rehearse your presentation

Written Presentation Tips



- Grammer and misspellings are distractions
 - ▣ it's ≠ its can not ≠ cannot
- Spell checking doesn't check for correct usage, only a thorough reading works
 - ▣ sum, some; to, too, two; contract, counteract

Using Your Voice Effectively



Pitch

Volume

Speed

Tone

Enunciation

Pronunciation

4 The language of oral presentations

4 The language of oral presentations

Three Main Sections



1. Introduction
2. Body
3. Conclusion

Structure: Ending the presentation



- A summary
- • Restates main point(s).
- • Restates what the audience must understand and remember.
- • Contains no new information.
- • Is short.

Structure: Ending the presentation



- A conclusion
- • States the logical consequences of what has been said.
- • Often contains recommendations.
- • May contain new and important information.
- • Is short.

Structure: Ending the presentation



- Questions
- • Inviting questions implies that the audience are less expert than the speaker.
- • Beware of the 'nightmare scenario' – total silence! Have one or two prepared questions to ask the audience.
- • Keep control of the meeting.

Handling questions



- Listen very carefully.
- Ask for repetition or clarification if necessary.
- Paraphrase the question to check you understand it.
- Check that the question is relevant. If not, don't answer if you don't want to.
- Check that the questioner is happy with your answer: eye contact and a pause is often sufficient.
- Keep control. Don't allow one or two people to dominate.
- Signal when time is running out – 'Time for one last question'.
- At the end, thank the audience.

Introduction

- Sets Tone or Attitude
- Gets Listener's Interest - Related to Topic
- States Exact Purpose
- Lists Main Points (Roadmap)

Body



- Discusses Points From Introduction
- Provides Obvious Transitions

Conclusion

- Reviews Main Points
- Specifies The Actions You Want



SUMMARY

Keys for Successfully Preparing an Oral Presentation

- Determine your purpose.
- Analyze your audience.
- Gather supporting information.
- Organize supporting information.
- Select appropriate presentation aids.
- Prepare your presentation.
- Rehearse your oral presentation.

Keys for Successfully Delivering an Oral Presentation

- Start positively.
- Control nervousness.
- Use presentation aids effectively.
- Evaluate audience feedback.
- End positively.
- Respond to questions.

TEN 'DOS' AND 'DON'TS' FOR PRESENTATIONS



DO:

1. Lots of background research. Even if the information is not used in the presentation, it is useful to have as much knowledge as possible for the discussion and audience questions.
2. Be organized - prepare in plenty of time.
3. Structure your presentation.
4. Focus on the question set.
5. Obtain material from a wide range of sources.
6. Practice your presentation. This helps take away some of the embarrassment when it is for real, and enables you to check the timing.
7. Use note cards.
8. Speak clearly.
9. Have eye contact with your audience.
10. Use clear OHPs (word processed, large font size, use of bullet points etc.).

DON'T:

1. Leave research and preparation until the last minute.
2. Rely on one source of data.
3. Make it up.
4. Just hope that it will come together on the day without preparation and practice.
5. Have no notes to rely on if you get stuck.
6. Worry too much - its not as bad as it seems.
7. Mumble.
8. Read from a script.
9. Rush the presentation by speaking too fast.
10. Go over the time allotted for the presentation.

Summary

- Follow the Golden Rule
- Think visually--it's a presentation
- 2-3 points per slide
- Concepts, not details
- Speak audibly, intelligibly, to the audience
- Slides are readable
- ***PRACTICE!***

The presenter's toolkit

You will need:

- notes
- visual aids
- duplicate of materials on CD, disc, or both
- timer, if not using your watch
- directions to the venue
- contact name and number.

You may need:

- flip chart pens
- bottle of water
- pointer
- adhesive tape and labels
- paper and pencils for note-taking (in case it is needed)
- books, brochures, or samples you will refer to

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