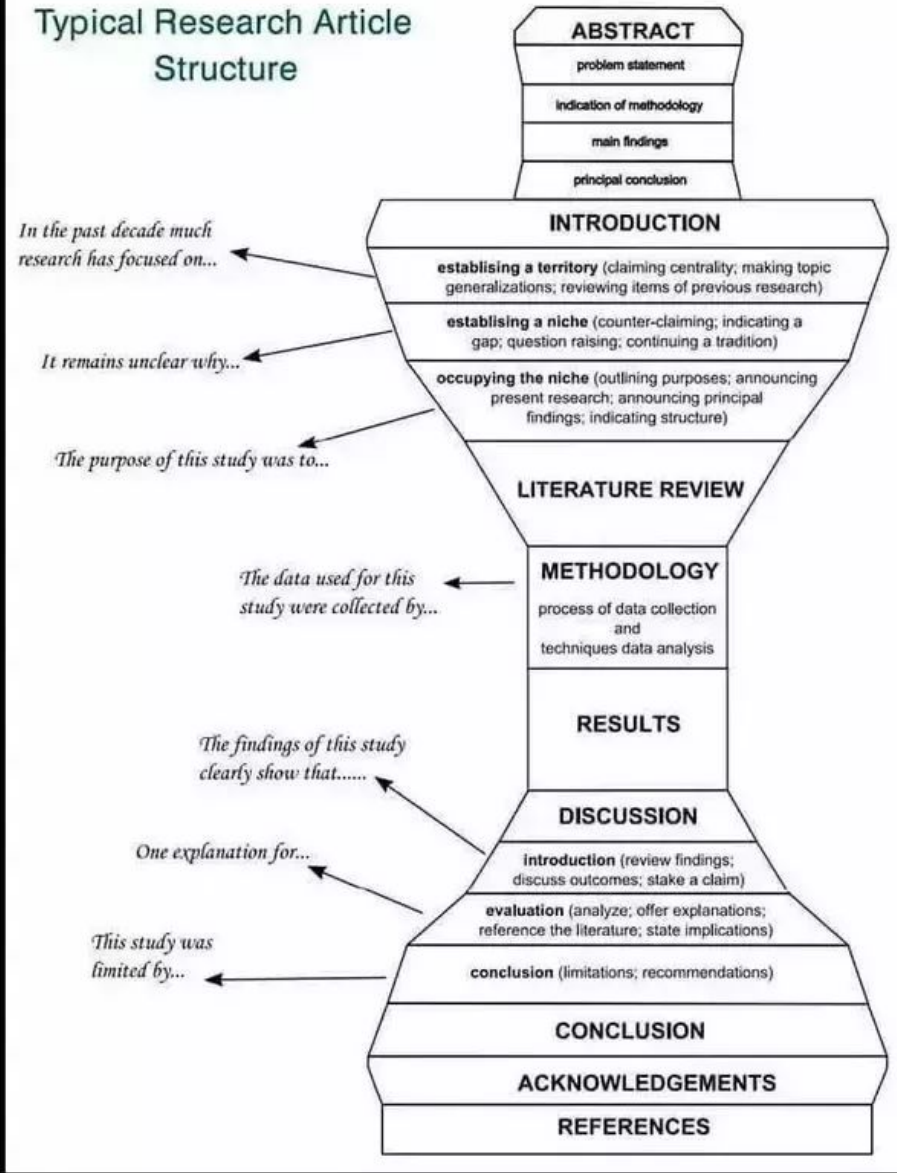


# Presentations

Part 1

# Typical Research Article Structure



# Key terms

- Conference
- Congress
- Symposium
- Debate
- Forum
- Keynote Vs Plenary
- Meeting
- Poster Session

- 1 Why is it important for you to give presentations at international conferences?
- 2 Is merely attending a conference (i.e. without actually presenting) useful for your career?
- 3 Which is more important: your slides or how you explain them?
- 4 What kinds of presentations do you like to see?
- 5 What typical faults do you notice in other people's presentations? Do you personally have the same faults?
- 6 Is being a good presenter an innate talent or can you learn to give better presentations?

# Good presentations: typical features

## **Audiences from all parts of the world appreciate presentations that:**

- are professional and are delivered by someone who is credible and confident
  - look like they were prepared specifically for us and make it immediately clear why we should be interested
  - have clear slides, with minimal detail and helpful and/or entertaining images
  - tell us interesting, curious, and counterintuitive things
  - don't make us work too hard to follow what is being said—two or three main points, lots of examples, and not too much theory
  - are delivered in a friendly, enthusiastic, and relatively informal way
- entertain us and interact with us

# Bad presentations: typical features

**No audience will be pleased to attend a presentation where the speaker:**

- has clearly not practiced the presentation
- has no clear introduction, a confused structure, and no conclusions
- appears to be talking to himself/herself rather than engaging with the audience
- reads the slides
- has a series of similar slides full of text and diagrams
- relies on animations
- fails to address the audience's interest and only sees things from his/her point of
- view is too technical, too detailed
- speaks too fast, speaks with a monotone, speaks for too long
- shows little interest in his/her topic

Compare these two versions:

ORIGINAL PAPER

The period of the Union of Soviet Socialist Republics (1922-1991) provided ample opportunities for women to enter higher education in all fields and sectors, including natural or physical sciences (e.g. chemistry, biology, physics, or astronomy). In 1985 the number of female undergraduate students stood at 40%, with 10% undertaking a doctorate.

The post-Soviet period is witnessing a so-called feminization of science, in which there has been an emigration of highly trained or qualified scientists. Notable individuals who decided to leave Russia include Pavel Durov (the founder of VKontakte Russia's version of Facebook), and the economist Sergei Guriyev. In contrast, female Russian scientists have remained in Russia and the number of female researchers in such underrepresented areas of sciences as physics, maths, and life sciences has shown a marked tendency to increase.

PRESENTATION

The Soviet period was not all bad news. Women were able to get into higher education in all fields, including hard sciences, in a way that was unimaginable in Western Europe. In 1985, six years before the break up of the USSR, the number of female students was 40%.

What is changing in the post-Soviet period is the feminization of science. There has been a brain drain with male researchers going abroad. And it's not just the academics who leave. Chessmaster Garry Kasparov left in 2013. He was followed the next year by the founder of Russia's version of Facebook. But the women tend to stick with the motherland. Consequently, the number of female researchers in previously underrepresented areas of sciences such as physics, maths, and the life sciences is growing.

<b>Criteria</b>
<b>Content:</b> sets out relevant issues or topics, explains the purpose and the structure of the talk, confident with material.
<b>Structure:</b> a clear introduction of the topic, logical, easy to follow, provides headings and signposting, each section relates to overall purpose, reminds the audience of the most important points, conclusion
<b>Body Language and Use of Visual Aids:</b> speed, eye contact, clarity, audibility, tone, good rapport with audience, hand gestures/body language; clear, catchy slides
<b>Language:</b> good use of vocabulary, a wide variety of structures, grammatically accurate
<b>Delivery and Pronunciation:</b> fluent, no serious errors in pronunciation, well-paced performance
<b>Total</b>



## Function

Introducing the subject

## Language

- I'm going to take a look at.../  
talk about.../  
examine.../  
tell you something about the background.../  
give you some facts and figures.../  
fill you in on the history of.../  
concentrate on.../  
limit myself to the question of...
- My presentation is in ... parts.
- I'd like to start by...
- Let's begin by...
- First of all, I'll...
- Starting with...
- I'll begin by...

Finishing one subject...

...and starting another

- Well, I've told you about...
- That's all I have to say about...
- We've looked at...
- So much for...
- Now we'll move on to...
- Let me turn now to...
- Next...
- Turning to...
- I'd like now to discuss...
- Let's look now at...
- This leads me to my next point...

Analysing a point and giving recommendations

- Where does that lead us?
- Let's consider this in more detail...
- What does this mean for ABC?
- Translated into real terms...

Giving an example

- For example,...
- A good example of this is...
- As an illustration,...
- To give you an example,...
- To illustrate this point...

Dealing with questions

- We'll be examining this point in more detail later on...
- I'd like to deal with this question later, if I may...
- I'll come back to this question later in my talk...
- Perhaps you'd like to raise this point at the end...
- I won't comment on this now...
- Please feel free to interrupt me if you have questions
- There will be time for questions at the end of the presentation.
- I'd be grateful if you could ask your questions after the presentation.

Using visuals

- This graph shows you ...
- Take a look at this...
- If you look at this, you will see...
- I'd like you to look at this...
- This chart illustrates the figures...
- This graph gives you a break down of...
- From this, we can understand how / why...
- This area of the chart is interesting...
- This clearly shows ...

Reminding	<ul style="list-style-type: none"><li>• As I said at the beginning...</li><li>• This, of course, will help you (to achieve the 20% increase).</li><li>• As you remember, we are concerned with...</li><li>• This ties in with my original statement...</li><li>• This relates directly to the question I put to you before</li></ul>
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Summarising and  
concluding

- In conclusion,...
- Right, let's sum up, shall we?
- I'd like now to recap...
- Let's summarise briefly what we've looked at...
- Finally, let me remind you of some of the issues we've covered...
- If I can just sum up the main points...
- That brings me to the end of my presentation. I've talked about...
- Well, that's about it for now. We've covered...
- So, that was our marketing strategy. In brief, we...
- To summarise, I... "

Thanking the audience for their attention and handling with questions

- Thank you for listening – and now if there are any questions, I would be pleased to answer them.
- That brings me to the end of my presentation. Thank you for your attention. I'd be glad to answer any questions you might have.
- Thank you. So you would like further clarification on our strategy?
- Does this answer your question?
- Do you follow what I am saying?
- I hope this explains the situation for you.
- That's an interesting question. I don't actually know off the top of my head, but I'll try to get back to you later with an answer.
- I'm afraid I'm unable to answer that at the moment. Perhaps I can get back to you later
- Good question. I really don't know! What do you think?
- That's a very good question. However, we don't have any figures on that, so I can't give you an accurate answer
- Unfortunately, I'm not the best person to answer that



# • Introduction

*Hook*

*Objective*

***Agenda***

Ordering	<ul style="list-style-type: none"><li>• Firstly...secondly...thirdly...lastly...</li><li>• First of all...then...next...after that...finally...</li><li>• To start with...later...to finish up...</li></ul>
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***Home Assignment***

***Tell the audience your agenda and how you want to organize your presentation***