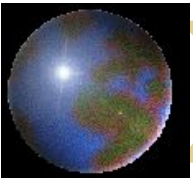


Oral Presentation Guidelines

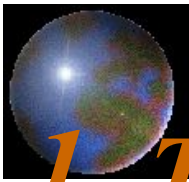
How can we prepare effective presentations in English?

Please revise the document Calendar with more information about the oral presentations in English Language V



Outline

1. Three components for presenting and teaching
2. Message: What to keep in mind
3. Audience: What to keep in mind
4. Speaker: What does she/he need to do?
5. Mode and multimodality
6. Steps of a presentation
7. "Rules of thumb"
8. Tactics to design slices



1. Three components for presenting and teaching:

- Message
- Audience
- Speaker



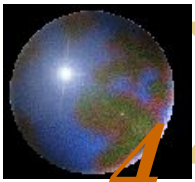
2. Message: What to keep in mind

- **Topic:** Research, purpose, focus.
- **Motivation:** How to capture attention.
- **Structure:** Organisation, audience involvement.



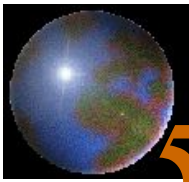
3. Audience: What to keep in mind

- Background
- Numbers
- Expectations
- How to involve



4. Speaker: What does she/he need to do?

- Know audience
- Prepare message
- Positive thinking
- Dress for success!



5. Mode and multimodality:

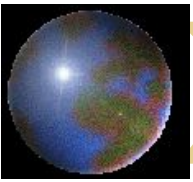
Define

- **Mode:** Way we represent and communicate meaning.
- **Different modes:** Spoken, written, images, body language.
- **Multimodality:** Using/combining modes.
- **Mode orchestration:** Speaker.



6. Steps of a presentation:

- Slide with title: Beginning and end.
- Greet and introduce yourself.
- Connect with the audience.
- Capture attention and hold it.
- Have clear objectives.



- Enumerate points to be covered.
- Cover the points!
- Summarise.
- Ask questions.
- End: Lead to further thought.
- Thank for attention.



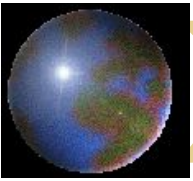
7. *“Rules of thumb”:*

- Speak **naturally**
- **Concise** and clear
- **Logical** order
- **Connect** your points: Discourse markers
- **Stress** key words: **Tone** and **intonation**



8. *Tactics to design slices:*

- **Colour** scheme
- **Font size:** 28+
- Quantity of words and lines: **5 and 5-7**
- Reveal **only** what you refer to

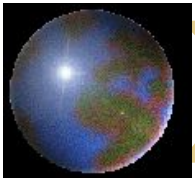


- **Balance** image and written text
- **Special effects:** Caution
- Quantity of slides: **3 minutes/slide**
- Time to **digest**
- Highlight *key words*



How to design slides, an example:

1. Name, the title of presentation, date and institutional logo. (1 slide)
2. Outline: presentation structure, the main points. Highlight key words (1 slide)
3. Presentation of main body of the talk (2 minutes x slide)
4. Summary and conclusion: points stated (1 slide)
5. Closing remarks (1 slide)



Thank you for your attention.

Enjoy your oral presentations!!!