

ORAL PRESENTATION SKILLS

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ORAL PRESENTATION SKILLS

It usually takes more than three weeks to prepare a good improptu speech.

Samuel Clemens

ORAL PRESENTATION

1. What is an oral presentation?
2. How to build an oral presentation?
3. What knowledge and skills are necessary to make a presentation?

Professional communication skills

- ▶ Communication strategy
- ▶ Communication structure
- ▶ Written communication
- ▶ Electronic communication: e-mail, voice mail, video conferencing
- ▶ Graphical communication
- ▶ Oral presentations
- ▶ Enquiry, listening, dialogue

What is an oral presentation?

Integrated form of
professional communication

Written

Graphical

Oral

HOW TO BUILD A PRESENTATION?

- ▶ Objectives
- ▶ Audience
- ▶ Strategy

OBJECTIVES

"A speech without a specific purpose is like a journey without a destination."

Ralph C. Smedley

- ▶ to inform/instruct
- ▶ to persuade
- ▶ to entertain

AUDIENCE

- Specialists
- Non-specialists
- Supporters
- Opponents

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STRATEGY

- ▶ SCENARIO
- ▶ RULE OF 3
- ▶ COMPONENTS

STRATEGY: SCENARIO

SCIENTIFIC TEXT PATTERNS

- ▶ DESCRIPTION/DEFINITION
- ▶ SEQUENCE / PROCESS
- ▶ CLASSIFICATION
- ▶ COMPARISON/CONTRAST
- ▶ CAUSE/EFFECT
- ▶ PROBLEM/SOLUTION

Golden Eagles are powerful raptors with large dark brown bodies and small heads with golden crowns.

Golden Eagles soar high along ridges near their nests. They search for prey. When a meal is spotted, they attack in a long swoop.

Golden Eagles are apt to hunt for prey while Bald Eagles are more likely to take an easy meal.

Many Bald Eagles were killed by pesticides and illegal hunting. They were in danger of becoming extinct.

When a raptor species declines, scientists take wild bird eggs to raise in captivity and increase the number of birds.

PRACTICE

There are three major types of rock: igneous, sedimentary, and metamorphic. When a rock crystallizes from melt (magma and/or lava), it is an igneous rock. This rock can be weathered and eroded, and then redeposited and lithified into a sedimentary rock, or be turned into a metamorphic rock due to heat and pressure that change the mineral content of the rock and give it a characteristic fabric. The sedimentary rock can then be subsequently turned into a metamorphic rock due to heat and pressure, and the metamorphic rock can be weathered, eroded, deposited, and lithified, becoming a sedimentary rock. Sedimentary rock may also be re-eroded and redeposited, and metamorphic rock may also undergo additional metamorphism. All three types of rocks may be re-melted; when this happens, a new magma is formed, from which an igneous rock may once again crystallize.

Wikipedia

PRACTICE

A petroleum reservoir, or oil and gas reservoir, is a subsurface pool of hydrocarbons contained in porous or fractured rock formations. The naturally occurring hydrocarbons, such as crude oil or natural gas, are trapped by overlying rock formations with lower permeability. Reservoirs are found using hydrocarbon exploration methods.

STRATEGY: *RULE OF THREE*

- ▶ we remember 3
- ▶ parts to presentation 3
- ▶ use lists of 3

Rule of three

- ▶ VENI, VIDI, VICI - *JULIUS CAESAR*
- ▶ "FRIENDS, ROMANS, COUNTRYMEN LEND ME YOUR EARS" - *WILLIAM SHAKESPEARE*
- ▶ "OUR PRIORITIES ARE EDUCATION, EDUCATION, EDUCATION" - *TONY BLAIR/V. LENIN*
- ▶ A MARS A DAY HELPS YOU TO WORK, REST AND PLAY - *ADVERTISING SLOGAN*
- ▶ STOP, LOOK AND LISTEN - *PUBLIC SAFETY ANNOUNCEMENT*

!

STRATEGY:

PRESENTATION COMPONENTS

| Beginning | Body | Conclusion |
|---|---|---|
| <ol style="list-style-type: none">1. Strong introduction2. Statement of topic & objective3. Statement of structure (main points) | <ol style="list-style-type: none">1. Beginning2. Main part <p>Max 4 key points</p> | <ol style="list-style-type: none">1. Review of key points2. Strong conclusion |

Introducing yourself

- ▶ Allow me to introduce myself.

I am Robert Jones

... and I work for BP;

...and I'm the Managing Director of JSC Lukoil

...and I represent JSC Lukoil

STATEMENT OF TOPIC & STRUCTURE

- ▶ *I want to talk to you this afternoon about Peak Oil. My presentation will be in 3 main parts.*

| 1 st key point | 2 nd key point | 3 rd key point |
|--|---|--|
| <p><i>First</i></p> <p><i>My first point will be</i></p> <p><i>I shall start by</i></p> <p><i>I'll begin by</i></p> <p><i>I'll kick off by</i></p> | <p><i>Then</i></p> <p><i>Second</i></p> <p><i>Secondly</i></p> <p><i>We'll then move onto</i></p> <p><i>My second point</i></p> | <p><i>Lastly</i></p> <p><i>And finally</i></p> <p><i>I shall end by</i></p> <p><i>My last point will be</i></p> <p><i>And last but not least</i></p> |

The audience must know exactly

- ▶ Who you are
- ▶ Where you are from
- ▶ What you are going to talk about
- ▶ Why you are going to talk about it

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit3presentations/1opening.shtml>

NECESSARY KNOWLEDGE & SKILLS

COMPRESS TEXT into:

- ▶ *points*
- ▶ *graphs*
- ▶ *tables*

COMMENT on:

- ▶ *points*
- ▶ *graphs*
- ▶ *tables*

- ▶ Align phrases
- ▶ Make transitions
- ▶ Summarize
- ▶ Hands free
- ▶ Keep eye-contact
- ▶ Interact

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► http://www.gubkin.ru/faculty/humanities/chairs_and_departments/foreign_language/masters.php

ORAL PRESENTATION RULES

- ▶ Time limit
- ▶ Attribute all slides
- ▶ Rule of 3
- ▶ Recap each key point
- ▶ Present all figures on screen
- ▶ Comment on each stated point
- ▶ Do not comment on unstated points
- ▶ Align phrases
- ▶ Build logical transitions

Telling them what you are going to talk about

| SIGNPOST | Pronoun + verb | OBJECT |
|------------------------|------------------------------|----------------|
| First | we are (I'm)going to look at | the oil market |
| Then | I'm going to talk about | |
| Secondly | we'll move onto | |
| Lastly | I'm going to examine | |
| And finally | I'll present an overview of | |
| And last but not least | I'll (briefly) go over | |

MOVING

backwards forward & sideways

- ▶ To move on to my next point...
- ▶ Going back to my previous point...
- ▶ Let's turn to a different point.
- ▶ To return to my main point...
- ▶ I'd like to digress from my plan and...
- ▶ To sum up/ summarize, conclude....

RULES FOR CONNECTORS

1. Expressing different ideas

| Sentence Beginning | Sentence Middle | Sentence End |
|---------------------|----------------------|--------------|
| Although | | |
| However... | also ... | |
| While... | also... | |
| On the one hand... | on the other hand... | |
| In spite of + v+ing | | |

RULES FOR CONNECTORS

2. showing a consequence

AMOCO has the money but not the network, while PETROBRAS has the network but not the money.

Therefore,

So,

Consequently,

Because of these factors/
this

As a result,

a merger would kill two birds with one stone.

RULES FOR CONNECTORS

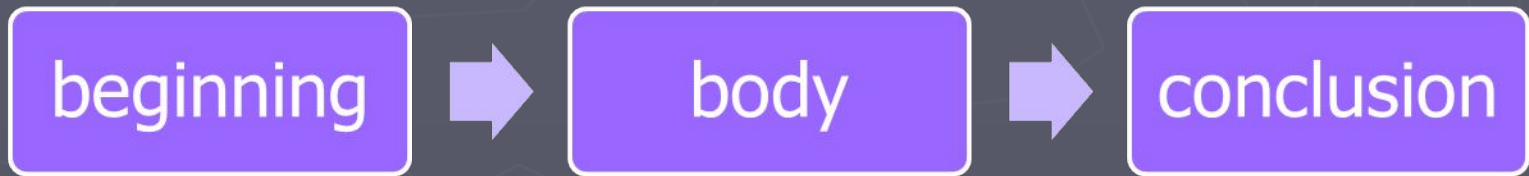
3. adding arguments

- ▶ Not only...but also
- ▶ Moreover...
- ▶ In addition to this...

| | |
|--|--|
| One argument | Adding another argument |
| <i>People are buying smaller cars.</i> | <i>Most people are using smaller cars.</i> |

STRATEGY: *PRESENTATION SCENARIO*

LINEAR



NON-LINEAR

