



COM 23

Presenting in English

Week 10 Notes

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Outline

- Announcements
- Course Review
- Extemporaneous speaking
- Questions



Announcements

- COM 32 full - waitlist
- Feedback on Week 9 talks
- Grading



Course Review

- Presentation basics
- Pronunciation
- Toastmasters video
- The 6 Ps of presentations
- Using visual aids
- Persuasive presentations
- Problem presenters



Presentation basics

- Clear topic, audience, and purpose
- Structure
 - Introduction
 - Body
 - Conclusion
- Comprehensible, engaging speech
- Complementary visual support
- Impression of confidence



Pronunciation basics 1

- Basic sounds (phonemes): consonants and vowels
<http://www.uiowa.edu/~acadtech/phonetics/#>
- Syllables and consonant clusters: consonants attached to a single vowel producing a unit, e.g., strengths
- Stress: prominence to syllables in words & phrases www.englishclub.com/pronunciation/word-stress.htm



Pronunciation basics 2

- Rhythm: English, a stress-timed language
<http://languageinstinct.blogspot.com/2006/10/stress-timed-rhythm-of-english.html>
- Intonation: changes in pitch across a phrase www.americanaccent.com/intonation.html



Pronunciation basics 3

- Linking: connecting the end of one word to the beginning of another

www.englishclub.com/pronunciation/linking.htm

- Reduced forms: deleting, changing, or combining sounds in connected speech

www3.telus.net/linguisticsissues/ReducedForms.html



Presentation Video

- www.toastmasters.org
- *Be Prepared to Speak:*
 - Step-by step overview of the process of preparing a major presentation
 - Outline of video available at <http://www.d63toastmasters.com/forms/15-BPToSpkVideoOutline.pdf>



The Six P's of Presentations

- Preparation
- Practice
- Posture
- Projection
- Pronunciation
- Performance



The Six P's of Presentations

Performance

1. Eye contact
2. Gesture
3. Enthusiasm and desire to communicate
4. Facial expression
5. Fluency: watch the uh's
6. Pacing and pausing



Using Visual Aids

- Focus attention
- Make points clearer
- Aid listener's memories
- Increase impact without distracting



Next Presentations

- Persuasion: defending a position
- Outline
 - Introduce your position
 - Give 2-4 arguments in support of it (note that one or more may be a counter to an argument against it)
 - Each argument should begin with a generalization, followed by an expansion or explanation



Problem Presenters

- Mumblers
- Stumblers
- Hiders
- Readers
- Droners
- Racers



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Conclusion

- Need for a plan to change
 - Pronunciation, especially rhythm, intonation, and linking
 - Persistent grammar errors
- Awareness of your weaknesses
- Awareness of your strengths
- Remember: projecting confidence inspires confidence