



COM 23

Presenting in English

Week 5 Notes

February 2, 2010

Phil Hubbard



Outline

- Warmup
- Practice Presentations: Introductions
- The 6 P's of Presentations—continued
- Using visual aids
- Next assignment
- Questions?



Warmup

- Stress and intonation practice
- [Handout](#) – Intonation
- Get accompanying mp3 [here](#)



Practice presentations

- Groups for tonight
- Timing
 - 2 minutes speaking (maximum) +
 - 1 minute questions/comments (last speaker must ask a question)
 - 1 minute peer review form (make notes during talk)
 - 0.5 minute transition



New peer review form

Was the introduction interesting?

1	2	3	4	5
No	Somewhat			Yes

Did you have a clear idea of the topic of the talk?

1	2	3	4	5
No	Somewhat			Yes

Do you know what to expect in the rest of it?

1	2	3	4	5
No	Somewhat			Yes



The Six P's of Presentations

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



The Six P's of Presentations

Preparation

1. Content
2. Organization
3. Notes
4. Visual aids



The Six P's of Presentations

Practice

1. Introduction: Generate interest
2. Body: Watch the timing
3. Body: Smooth transitions
4. Conclusion: Slow at the end



The Six P's of Presentations

Posture

1. Display confidence and interest
2. Make repositioning deliberate
3. Fit the setting: formal $\leftrightarrow$ informal
4. Avoid defensiveness

See www.fearisgood.com/sample.chapter.html



The Six P's of Presentations

Projection

1. Volume: loudness without shouting
2. Enunciation: clear articulation
3. Modulation: vary volume & tone but always be clear



The Six P's of Presentations

Pronunciation

1. Practice problem words and sounds;
use avoidance if necessary
2. Be aware of your rhythm
3. Stress key words appropriately
4. Pay attention to important intonation
contours (e.g., for beginning, end, key
points, and transitions)



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



Types of Visual Aids

- Whiteboard
- Realia
- Handouts
- Transparencies/projected pages
- PowerPoint and other presentation software

(note—we ran out of time, so the following details will be discussed in Week 7)



Whiteboard (Blackboard)

A. Strengths

1. Attracts attention
2. Dynamic—use can be planned or not
3. Readily available in most settings

B. Potential problems

1. Uses up time
2. May be hard to see
3. Considered “old fashioned”



Realia

Real items such as models, specimens, etc.

A. Strengths

1. Attract attention
2. Provide concrete examples
3. Can be passed around

B. Potential problems

1. Hard to find good ones
2. May be hard to see
3. May distract when passed around



Handouts

A. Strengths

1. Gives everyone a copy
2. Allows more detail than ppt

B. Potential problems

1. Not dynamic
2. Can encourage people to read instead of listen & watch you
3. Can be expensive for large group



Transparencies/projected pages

A. Strengths

1. Saves time writing
2. Focuses attention
3. More dynamic than handouts
4. Can be written on sometimes

B. Potential problems

1. Font too small
2. Too much information
3. Positioning problems



PowerPoint

A. Strengths

1. Saves time writing
2. Allows text, graphics, animation, and sound
3. Looks professional
4. Can be easy to put together quickly

B. Weaknesses

1. Relies heavily on expensive technology
2. Can be distracting
3. Easily misused

<http://www.youtube.com/watch?v=Sbfactc12Vw>



Homework

- Review class notes & feedback
- Prepare your 7-8 minute major speech ([handout](#)).
- Week 6 presentation schedule [here](#)
- Questions?