

Giving Presentations

Generally speaking, there are three kinds of presentations people give: presentations that are *ceremonial* in nature, presentations that are *informative*, and presentations that are *persuasive*. For the purposes of this class, we will focus our attention on the latter two presentation types.

The presentations that you will give should have either an informative basis (e.g., “The most important goal behind my English studies is ____.”) or persuasive (e.g., “_____ is the best way to study English.”). In either case, you will still have to have a main idea behind your presentation, reasons for why you are saying what you are saying, and relevant support.

The following steps are ESSENTIAL for your presentations. You will be graded accordingly.

I. Outlining

The first step is to make an outline. The outline is important because it is like a road map. Although you may have an idea of where you are going, you have a better chance of getting there if you plan how to get there!

When you give your presentation, you may use ONLY your outline. In order to practice giving your presentation, you may write out your presentation in sentences and paragraphs, but you may NOT use these NOR may you memorize them for your presentation. It is only so that you can check your grammar, be clear about what you want to say in your presentation, and make sure that you will not go over the time limit for the presentation. Remember: you are NOT reading your report to the class. You are presenting information that your classmates either don’t know, they need to know, or that is interesting.

II. Practice

As with anything, public speaking requires practice, practice, practice! The more practice you do with your presentation, the more natural the presentation will become: you will know the information you want to present better, you will know what information will be presented when, and you can improve how you will present your presentation.

III. Presentation Features

When you give a presentation, keep in mind the following points (you will be graded on them):

- ☐ eye contact (don't stare at outline, look at all members of audience, etc.)
- ☐ pronunciation (speed is appropriate, voice is clear, etc.)
- ☐ gestures (meaningful, add to presentation, etc.)
- ☐ posture (head up, look confident/relaxed, no unnecessary movement, etc.)
- ☐ speech (contents are appropriate, given with few filler words, etc.)

The presentations should be roughly between 5 and 8 minutes long. You will be timed. You will be asked to stop at 8 minutes, even if you are in the middle of your presentation. When the timer buzzes, just stop, thank the audience, and sit down.

Remember: I have been teaching English for many many years. I can tell when students have memorized. You will lose many *many* MANY points if you memorize. Don't memorize sentences. Practice and learn the *ideas* behind the sentences. It is far more preferable if you practice and use an outline than if you memorize and have perfect sentences. This is practice for how to give presentations!!!!