Workshop II – Preparing an oral presentation

Academic year: 2009-2010

TUTORIAL ASSIGNMENTS

This workshop consists of four tutorials on how to give an effective oral presentation in this course. Remember that oral presentations are worth 5%.

The objective of an oral presentation is to communicate scientific findings to an audience. It is therefore important to know who your audience is and to capture their interest with logic, effective graphics, well-organised ideas, and simplicity. Very often, for an effective oral presentation it is important to use visual aids throughout the talk.

Each student will do an oral presentation in TWO of the following topics (Maximum 10 minutes per student for the Oral Presentation, 5 minutes for each topic). All of them are available online, so please go to those websites, print out all the information, read it and bring it with you to the class for Tutorial # 2.

- Common Myths about Bilingualism.
  o Myths About Bilingualism in Individuals – http://ccat.sas.upenn.edu/~haroldfs/540/bilingtl/myths.html#bilinguals.
  o Myths About Multilingual Societies – http://ccat.sas.upenn.edu/~haroldfs/540/bilingtl/myths.html#multilingual.

TUTORIAL SCHEDULE

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TUTORIAL # 1 - Overview

MARKING SCHEME FOR ORAL PRESENTATION

Important:
You are required to:
- attend Tutorials # 2-4 (all three are compulsory sessions).
- give a presentation.
- and be a participant during your classmates’ oral presentations (Note: showing up and saying nothing, and no real contribution to the discussion except for uttering “yes, no, I agree”, etc. will be graded as ‘0’).

Presentation (2%)
Organisation of material, clarity of the presentation, understood what the topic was all about, effectiveness of delivery, didn’t rush, didn’t mumble, didn’t turn back on the audience, made eye contact with the audience and not just one person, showed enthusiasm, ended the talk gracefully and not abruptly, didn’t go over the time limit of 10 minutes.

Content (3%)

Introduction
- Before you begin your oral presentation, state your name and title of the topic that you are presenting.
- Focus on three points in this section:
  o why did you choose this particular myth and/or misconception?
  o what is the subject being addressed?
  o why is it important to investigate this problem?

Discussing the myth and/or misconception
- Be brief and to the point. Eliminate extraneous detail.
- Mention only those details needed to understand what comes later.
- Lead your audience in a logical manner from one point to the next.
- If you are planning to use any visual aid, remember that they should be accurate, readable from the back of the room, and labelled fully.

Summary
- Reinforce what you want the audience to remember by summarising the major ideas at the end of your talk.
- Suggest what might be done to gain more insight into the issue.
- End the talk on a positive note.

POINTS TO CONSIDER WHEN PREPARING YOUR TALK

- In choosing a topic to present for your Oral Presentation, look for one that you find personally interesting, can be of interest for your classmates, feel comfortable about and is suitable for presentation.
- Do not simply paraphrase the information found on the Internet. Rethink and reorganise the information.
- Be selective when choosing the appropriate information that you will be presenting.
- Avoid reading your talk.
- Do not do over the allotted time.
- Practise, practise, practise. This will give you confidence, ease your nerves about giving the talk, and keep you within the allotted time period of your presentation.
POINTS TO CONSIDER WHEN GIVING THE TALK

- Make sure you know the material thoroughly. Avoid repetition.
- It has become common practice to incorporate ‘fillers’ such as “okay, you know, uh-hh” when we speak. Attempt to avoid using these ‘fillers’ when giving an oral presentation.
- Do not begin your talk by saying that you are unable to present your material in the allotted time period. As a linguistics student you are expected to communicate in an appropriate way.
- DO NOT RUSH. Speak slowly and clearly.
- When using power point, transparencies or slides, point to the screen; unfamiliar terms should be written on a prepared transparency or on a slide in power point. Your goal is to communicate, and not to impress or confuse the audience.
- Do not mumble, make eye contact with the audience, and do not turn your back on the audience.
- Show your enthusiasm about the material that you are presenting.
- Do not end your talk abruptly. Prepare your audience for the end, and at the end of the talk, say something like “Thank you” or “I will be pleased to answer questions from the audience”.
- In answering questions, paraphrase the question first before responding, do not answer a question if you do not understand it, politely ask for clarification, and if you do not know the answer to a question, just say “I don’t know”.

LISTENER’S RESPONSIBILITY

As a member of the audience your responsibility is to:

- Read critically the myths/misconceptions in advance (see the above websites)
- Be quiet, listen closely, and take notes.
- Ask questions about:
  - something you thought was particularly interesting.
  - clarification of various statements/points that were made.
- Applaud the speaker.

POLICY ON MISSED ASSIGNMENTS

If you have a legitimate compelling excuse for missing the oral presentation (it must be approved by me), you will be rescheduled to present at another time.

In tutorials # 2-3

- You must first choose six myths/misconceptions of the topic areas (one from each website), and sign up to present them in your assigned session. Attendance at Tutorial # 2 is very important. If you miss your section of Tutorial # 2, you may not get your choice of topics for presentation in your assigned session.
- After all students have chosen six of the topics (or been assigned, if they were absent for Tutorial # 2), a list will be posted on the Campus Virtual (see ‘Sessions’) indicating the topics and date for rehearsal of your presentation.
- Then, you must go to the following site (Components of an Effective Presentation or Speech – [http://www.englishcompanion.com/pdfDocs/introspeeches.pdf](http://www.englishcompanion.com/pdfDocs/introspeeches.pdf)) and read the information given before you come to class for Tutorial # 3.