Presentation Skill

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Presentation Procedure

1. Getting started (Greetings + topic)
2. Body (a. Effective opening, b. Your beef)
3. Closing (e.g. OK, that ends my talk)
4. Q & A (handling questions)



Source: *Presenting in English* by Mark Powell

1. Getting Started

Good morning, ladies and gentleman.	**1. greeting & welcoming attendees**
My name is … *We are group X. In our group, we have ….* *The topic we are going to present is …*	**2. Opening: name + topic**
If you have any questions or comment, please have it until the end of the presentation	**3. Inviting questions**

3. Presenting Your Beef

- **Read related articles**
- **Synthesize them**
- **Use examples**
- **Give viewpoints from others**

- ***Purposes:***

a. Informing

b. Educating

c. Persuading

d. Entertaining

-- Effective Opening

- To hook the audience:

Give the audience a problem to think about/ some amazing facts/ a story or personal anecdote

Did you know…(fact)…?

Suppose… (hypothesis)….

According to (relevant material)…, ….

Statistics show that …(statement)…

Have you ever wonder …(phenomenon)…

-- Techniques & Languages

- Signposting (指明方向) : *move on/ go back/ summarize/ turn to/ conclude*
- Emphasis (強調, e.g. 大小強弱聲)
- Repetition (連續形容詞)
- Rhetorical questions (自問自答)
- Dramatic contrasts (強烈對比)
- Machine-gunning (一串修飾字)
- Creating rapport (同理心): we…

-- Using Your Voice

- Accuracy (Articulation, stress, intonation, pacing, pausing, i.e. thought groups)
- Fluency (shadow reading)

e.g. MyET

3. Closing

- Okay, that ends my talk.
- That's all I want to say for now on. Now, we have Chris (the next speaker) to tell you …
- I'd like to end by emphasizing the main points …
- I'd like to end with a summary of the main points…
- Now, I'd like to invite your comments
- Now we have 5 minutes for questions and discussion.
- Alright, now , any questions or comments?

4. Q & A: Handling Questions

Difficult questions

- That's a very interesting question, but …
- That's a difficult question to answer in a few words.
- I'm afraid that's outside the scope of my talk.
- I'll have to come to that later, perhaps during the break…

Clarifying

- Sorry, I'm not sure I've understood. Could you repeat?
- Are you asking if…?
- I didn't quite catch your question.

Checking

- Does that answer your question?
- Is that okay?

Example

