

Teacher

Presentation Listening Worksheet

Lesson Plan

Aim: to develop the students' ability to listen to a 6min lecture, to take notes and then use those notes to answer a range of questions. Also, to learn about how to give an academic presentation.

Lesson Time: Approximately 30-60 minutes

1. Lead in

- Ask Students to discuss the 'what is an academic presentation?' and how is it different from a general presentation
- **Answers:** it has a formal structure and uses evidence (academic sources)

2. Presentations

- Ask students to discuss the important points in giving a presentation

Ideas

Signposting / well-structured / easy to follow \ delivery (voice, intonation, rhythm, confidence) / eye contact / gestures / visuals (PPT – simple but effective) / not reading / rehearsed

Lecture Link: <https://www.youtube.com/watch?v=Ze3liHsHuIA>

Listening

1. Play recording - Students listen & take notes
2. **Hard** – play again – then give out questions
3. **Medium** – give out questions, students answer then play again
4. Give 10 minutes to consolidate answers / discuss answers in groups
5. Feedback answers (give out answers or go through on board)

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What is a good academic presentation?

ELC PolyU : <https://www.youtube.com/watch?v=Ze3liHsHuIA>

1. Academic presentations

What is the main difference between academic and school presentations?

- i. _____
- ii. _____

2. Academic Style

Choose which ones were said:

Academic style is:

[Choose which ones were discussed]

i. show authority	ii. establish relevancy	iii. be accurate & valid	iv. be up to date
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3. Reference List

What should your source material do in your presentation?

- i. _____
- ii. _____

What three ways should you cite your references?

- i. _____
- ii. _____
- ii. _____

4. Structure

A good structure enables the a _____ to follow the c _____ very c _____.

5. Organisation

Every section of your presentation should be organised clearly and in a coherent manner.

What is Signposting?

- a) It is the main outline at the beginning.
- b) It is phrases that give direction to where your presentation is going.
- c) It is the use of referencing and citations.

6. Language

Why is Language tricky for some students?

- i. _____

What happens if a student just reads a presentation?

- ii _____

What's the dilemma?

- iii. _____

7. Voice, body language and interaction.

[Choose which ones were discussed]

i. <i>Body language</i>	v. <i>Facial expressions</i>
ii. <i>Eye contact</i>	vi. <i>Appropriate gestures</i>
iii. <i>Smiling</i>	vii. <i>Positive attitude</i>
iv. <i>Good posture</i>	viii. <i>Nice clothes</i>

8. Interaction

How do you create good interaction?

9. Slides

i. What is the advice for slides?

ii. You are the one delivering the p_____, it is not the p_____ which is delivering the p_____.

10. Summary

An academic presentation is..

[Choose the ones discussed in the summary]

i. <i>Very well-researched</i>	v. <i>Good body language</i>
ii. <i>Reliable resources</i>	vi. <i>Appropriate language</i>
iii. <i>Clearly organised</i>	vii. <i>Simple but effective slides</i>
iv. <i>Good intonation</i>	viii. <i>Effective signposting</i>

11. Nervous

Name 2 suggestions to help with nerves:

- i. _____
- ii. _____

12. Final point

the most important point for being composed, alert and calm:

- i. _____

What is a good academic presentation? **ANSWERS**

1. Academic presentations

What is the main difference between academic and school presentations?

- i. [Research](#)
- ii. [Cite references.](#)

2. Academic Style

Choose which ones were said:

Academic style is:

i. show authority	ii. establish relevancy	iii. be accurate & valid	iv. be up to date
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3. Reference List

What should your source material do in your presentation?

- i. [Relevant](#)
- ii. [Support your arguments](#)

What three ways should you cite your references?

- i [Provide reference in the slide](#)
- ii. [Cite it verbally / orally \(as John Chan points out in his article in 2010...\)](#)
- iii. [Display a list of references \(correct style\)](#)

4. Structure

A good structure enables the **audience** to follow the **content** very **clearly**.

5. Organisation

Every section of your presentation should be organised clearly and in a coherent manner.

What is Signposting?

- a) It is the main outline at the beginning.
- [b\) It is phrases that give direction to where your presentation is going.](#)
- c) It is the use of referencing and citations.

6. Language

Why is Language tricky for some students?

- i. [Oral language, lots of interaction,](#)

What happens if a student just reads a presentation?

- ii [1, Dull. 2\) boring 3\) low grade](#)

What's the dilemma?

- iii. [Not to be too emotional or too boring](#)

7. Voice, body language and interaction.

choose which ones were discussed:

i. Body language	v. Facial expressions
ii. Eye contact	vi. Appropriate gestures
iii. Smiling	vii. Positive attitude
iv. Good posture	viii. Nice clothes

8. Interaction

How do you create good interaction?

[Ask questions](#) / [Create interest](#) / [Audience ask questions \(Want to know more about your topic\)](#)

9. Slides

i. What is the advice for slides?

[Best to keep it simple](#) / [no Fancy animations](#) / [no sound effects](#)

ii. *You are the one delivering the [presentation](#), it is not the [power point](#) which is delivering the [presentation](#).*

10. Summary

An academic presentation is..

Choose the ones discussed in the summary

i. Very well-researched	v. Good body language
ii. Reliable resources	vi. Appropriate language
iii. Clearly organised	vii. Simple but effective slides
iv. Good intonation	viii. Effective signposting

11. Nervous

Name 2 suggestions to help with nerves:

- i. [Some people like to imagine themselves in a relaxing environment](#)
- ii. [Listen to music before the presentation](#)
- iii. [Others use deep breathing techniques.](#)
- Vi. [Rehearse not just once but lots of times](#)

12. Final point

The most important point for being composed, alert and calm:

[confidence – your teacher will know](#)