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

## 8. Interaction

How do you create good interaction?

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## 9. Slides

i. What is the advice for slides?

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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>	<i>v. Good body language</i>
<i>ii. Reliable resources</i>	<i>vi. Appropriate language</i>
<i>iii. Clearly organised</i>	<i>vii. Simple but effective slides</i>
<i>iv. Good intonation</i>	<i>viii. 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. \_\_\_\_\_

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## 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. <u>show authority</u>	ii. <u>establish relevancy</u>	iii. <u>be accurate &amp; valid</u>	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. <a href="#">Body language</a>	v. <a href="#">Facial expressions</a>
ii. <a href="#">Eye contact</a>	vi. <a href="#">Appropriate gestures</a>
iii. <a href="#">Smiling</a>	vii. <a href="#">Positive attitude</a>
iv. <a href="#">Good posture</a>	viii. <a href="#">Nice clothes</a>

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

## 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](#)