

AE Academic English UK

An Introduction to Presentations

EXAMPLE



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Academic Presentations EXAMPLE

What is an academic presentation?

Academic presentations are an integral part of university study and assessment. Academic presentations may be presented [redacted] skills of planning and structuring key information. The key difference between an academic presentation and [redacted] and includes academic research to evidence the ideas presented. The presentation will include references to credible sources and [redacted].

1. What is a good presentation?

What do you think makes a good presentation? Write down some of your ideas here:

2. How should [redacted] ?

What do you think you should include in a presentation? Write down some of your ideas here:

3. How [redacted] presentation?

What should you do while giving the presentation? Write down some of your ideas here:

4. What do you [redacted] giving a presentation?

What do you think [redacted] ? Write down some of your ideas here:

Possible Answers

1. What is a good presentation?

- i. Think about the aim of your presentation and what you want to achieve.
- ii. [REDACTED] (want to) know.
- iii. Choose the topic that interests you: involvement and motivation are key to confidence.
- iv. [REDACTED] that everyone can follow.
- v. Present information visually: this adds interest to your talk and makes it easier to follow.
- vi. [REDACTED] this way you may discover any potential problems and check the timing. Besides, practice will also make you [REDACTED]

2. How should you structure your presentation?

- i. [REDACTED] (your stance or argument).
- ii. Outline: provide basic bullet points on the key parts of the presentation.
- iii. [REDACTED] Evaluation: always include evaluation. This can be a separate section or part of the main body.
- iv. [REDACTED] make a recommendation / suggestion / prediction.
- v. [REDACTED] your sources.
- vi. Questions: be prepared to answer questions.

3. How should you deliver your presentation?

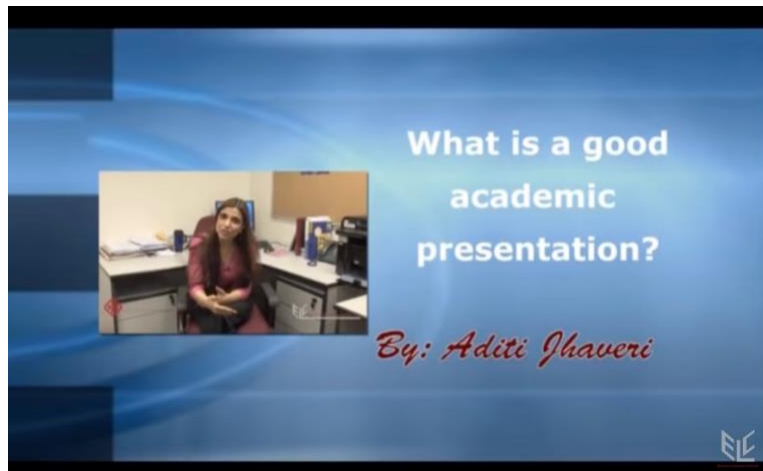
- i. Cope with nerves: breathe deeply; it calms you down and stops you from talking too quickly.
- ii. [REDACTED] by changing intonation and rhythm.
- iii. [REDACTED] relaxed and confident.
- iv. Maintain eye contact with your audience: it keeps them interested in what you are saying. For this reason, you should not read.
- v. [REDACTED] Give your audience enough time to take them in.
- vi. [REDACTED] questions.

4. What do you think you will be assessed on when giving a presentation?

- i. Language (accuracy and range).
- ii. [REDACTED]
- iii. Fluency / intonation / pace.
- iv. [REDACTED]
- v. Engagement and guidance.
- vi. [REDACTED]
- vii. Understanding and familiarity of the topic.
- viii. [REDACTED]
- ix. Signposting and transitions.
- x. [REDACTED]

Presentation Video

Listen to this short video on 'what is a good academic presentation?' by the English Language Centre (ELC) in Hong Kong Polytechnic University. Take notes on the key points discussed.



Video link:

Take notes:

What is a good academic presentation?

Use your notes from the previous page to answer these questions.

1. Academic presentations

What is the main difference [redacted] presentations?

- i. _____
- ii. _____

2. [redacted]

[Choose which ones were discussed]

i. show [redacted]	ii. [redacted] relevancy	iii. be [redacted] & valid	iv. be [redacted]
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3. Reference list

What should [redacted] in your presentation?

- i. _____
- ii. _____

What [redacted]?

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

4. [redacted]

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

5. [redacted]

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

What is Signposting?

- a) It is the [redacted].
- b) It is phrases that give direction to where your presentation is going.
- c) It is the [redacted].

6. Language

Why is [redacted]?

- i. _____
- What happens [redacted] presentation?

ii. _____

What's the dilemma?

- iii. _____

7. [redacted]
[Choose which ones were discussed]

i. <i>Body language</i>	v. <i>Facial expressions</i>
ii. [redacted]	vi. [redacted]
iii. <i>Smiling</i>	vii. <i>Positive attitude</i>
iv. [redacted]	[redacted]

8. Interaction

How [redacted] interaction?

9. [redacted]
i. What [redacted] slides?

ii. You are [redacted], it is not the p [redacted]
which is delivering the p [redacted].

10. [redacted]
An academic presentation is..
[Choose the ones discussed in the summary]

i. <i>Very well-researched</i>	v. [redacted]
ii. [redacted]	vi. <i>Appropriate language</i>
iii. <i>Clearly organised</i>	vii. [redacted]
iv. [redacted]	viii. <i>Effective signposting</i>

11. Nervous

Name [redacted] help with nerves:

- i. _____
- ii. _____

12. [redacted]
The most important point [redacted]:
i. _____

Summary

Make some notes on the key things learned from the lecture:

*Answers on the last page.

Presentation Language Phrases

Here are a range of signposting language you can use in your presentations:

1. Introducing the topic

The aim of this presentation is...
[REDACTED]

Today I'd like to talk about...

2. Listing the points

My talk will be in two (three, four) parts: First,...after that,... then,... finally...
[REDACTED]

I'll begin by looking at... Then, I'll move on to...Towards the end I'll

3. Changing the topic

[REDACTED]... / *Now let's look at...* / *Moving on to.....*

4. Focusing your audience's attention

[REDACTED] / *important is...* / *Notice/Observe that...*

5. Referring backwards/forwards

[REDACTED] / *We'll come back to this point later...*

6. Referring to visuals

Looking at the chart you can see... / [REDACTED] / *The graph/chart shows...*

7. Checking understanding

Is that clear? / [REDACTED]

8. Speaker's attitude

I believe/think that... / [REDACTED] / *The point I'm trying to make here is...*

It's important/interesting to notice...

9. Referring to common knowledge

As you know.... / [REDACTED]

10. Ending the presentation

So, to sum up... / [REDACTED]

If you have any questions, I'll be pleased to answer them.

11. Dealing with questions

Thank you for your question... / That's a great question...

What I [REDACTED]

When I investigated this, I discovered that...

Let me take you [REDACTED]

I'll try and answer this, but the question is a little more in depth than I've researched.

If I've [REDACTED] *me...*

Mini-presentations

Practice

You [redacted] create a short 5-minute PowerPoint presentation using the skills you have learnt from the lesson today. The presentation will consist [redacted] and you will present it [redacted] small groups.

Topics

Choose from this list of topics based on your own country.

1. Key facts: population, major cities, climate, geography, etc...
 2. [redacted]
 3. An interesting place / interesting places to visit.
 4. [redacted]
 5. Cultural facts or traditions.
 6. [redacted]
 7. Historical facts.
 8. [redacted]
 9. The key industries.
- [redacted]

Preparation

You must include:

- Introduction, main body and conclusion.
- [redacted]
- Check how to pronounce any difficult words.
- [redacted]
- Use signposting language.
- [redacted]
- Time yourself and make sure it is [redacted]

The Presentation

In small groups give your presentation. Use your [redacted] the screen and [redacted] should do the timing and stop you at 5 minutes.

Self-evaluation

Fill this in after the presentation. How did you do in the presentation?

		Yes	No
i)	I managed to speak for 5-minutes.		
ii)	[redacted]		
iii)	I gave examples to support my ideas.		
iv)	[redacted]		
v)	I cited the source of research (author's names).		
vi)	[redacted]		
vii)	I used signposting language.		
viii)	[redacted]		
ix)	I'm happy with my overall performance in the presentation		
x)	What I need to do to improve is...		

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.

ALL ANSWERS INCLUDED IN PAID VERSION...