

Today's session

1. Important information about your final presentation:

- Sign up for rehearsal practice
- Sign up for final presentation

**** Each of you only need to sign up 1 slot for rehearsal and 1 slot for final presentation**

2. Recommendation Report (deadline: 20.10 midnight)

3. Presentations

Rehearsal sessions

1. You need to submit your presentation outline before 04.10 midnight so that I can give you some feedback.
2. Your presentation will be recorded, and the link will be sent to you for your self-evaluation later.
3. You will be receive feedback from others and me.
4. Before your rehearsal session, submit your slides.

A recommendation report

Introduction (200 words)

GENERAL CONTEXT

Topic, focus and purpose of text

Pattern: Problem-solution

Client

Purpose

Body (300 words or more)

DESCRIPTION OF SOLUTION

Pattern: Extended definition

Sentence definition + 3-4 key properties

Conclusion (50 words)

RECOMMENDATION and
Summary of key ideas/arguments

Check:

1. **Restate the recommendation**
2. **Summarise the main ideas to justify the recommendation**
3. **Link the solution back to the original need (synthesize the key message about the topic)**

The conclusion paragraph

- **Wraps up the piece of writing, leaving the reader with a sense of completeness.**
- **Be brief and to the point.**
- **Synthesise, don't repeat every detail.**
- **Use different language when summarizing or restating**
- **Do not provide any new information!**

Assignment A4

A full draft of the recommendation report

Topic: Recommendation

Pattern: Problem solution; Extended definition

Audience: Decision-makers, non-expert

Length: 500-600 words

Presentation dos and don'ts

Group discussion:

What makes a good presentation?

Task 1:

1. Find a good example of presentation.
2. In your group, decide one as an example for analysis
3. Analyse: (You can make a list of points)
 - What features of the speaker's style made it memorable and effective?
 - What made the content interesting?
 - What made it a good example?
4. In your group, summarise at least 3 points of Dos and Don'ts for presentation.

Key points

- 1. Audience – they want to learn from your presentation, so what can they take home?**
- 2. Hold your audience's interest**
 - Use stories (to relate)**
 - Interact with your audience (using questions)**
 - Be enthusiastic (show that you care)**
- 3. Avoid technical jargon**
 - Define terms and concepts for non-expert listeners**

Key points

4. Connection:

- In your **introduction**, tell them what you are going to tell them.
- In your **conclusion**, tell them what you have told them

5. End with a strong conclusion:

- Recap your main points
- Do not introduce something new
- Create a positive memorable ending

6. Questions = they're interested!!

- Handle questions and comments professionally

Creating an oral presentation: the process

1. Decide on a topic

- Define your audience
- Identify the relevance of the topic to the audience

2. Define your purpose

- Purpose statement
- Thesis/claim

3. Organising the presentation

- select the main points
- support your main points

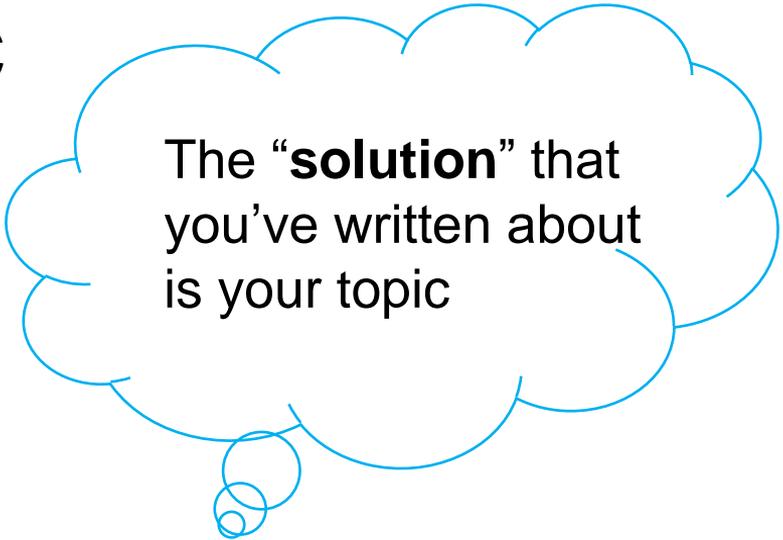
4. Choose a pattern of organization

5. Plan the transitions

6. Introduction

7. Conclusion

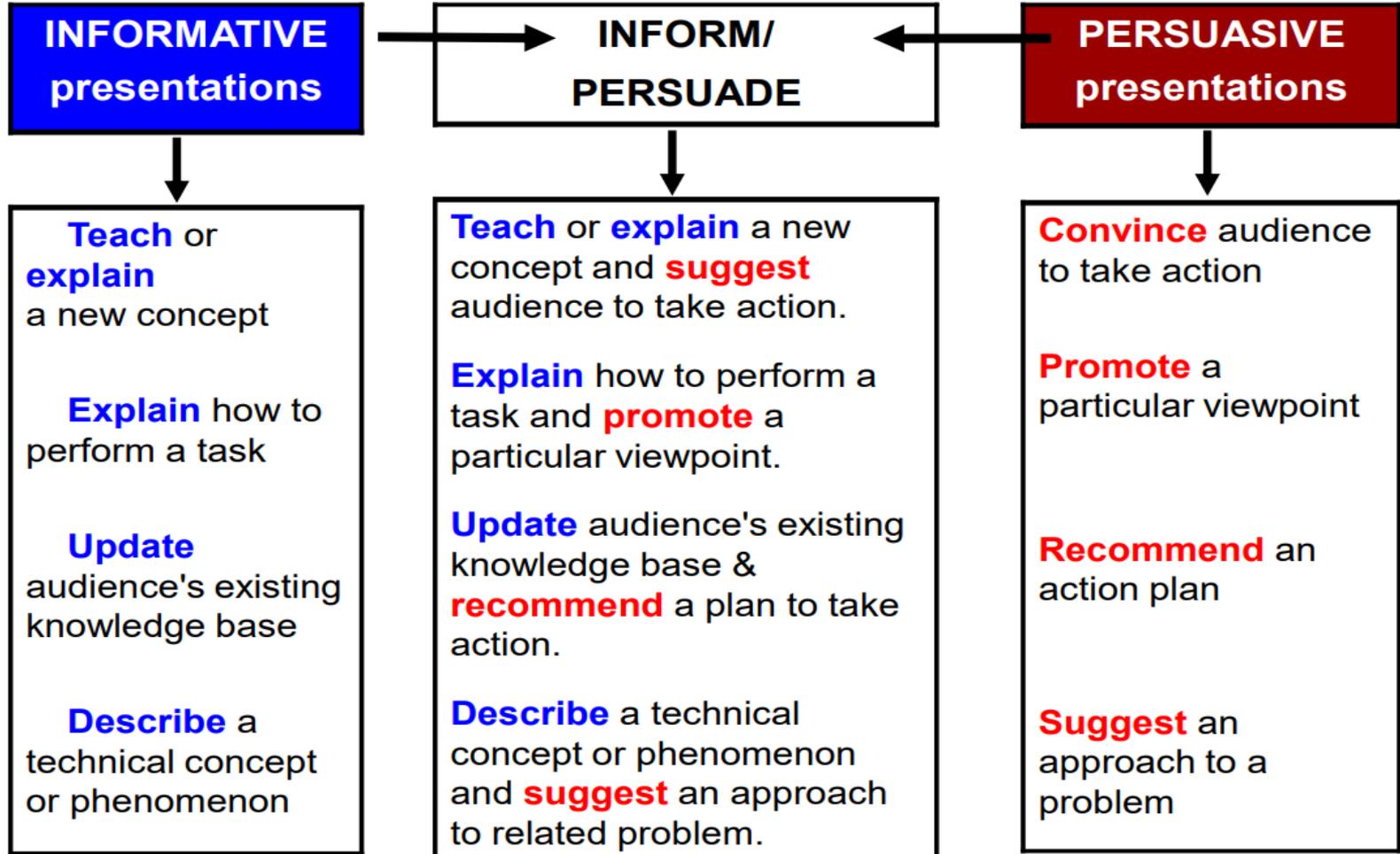
1. Decide on a topic



The “**solution**” that you’ve written about is your topic

- Who are your audience?
- Who is your client?
- Identify the relevance of your topic to the audience

2. Define the purpose



Persuasive vs. Informative

Both :

- aim to **achieve a specific goal**.
- try to **hold audience attention**.
- help audiences **understand** information.
- help audiences **remember** that information.
- assume that listeners have the **power to act**.

PURPOSE controls ***CONTENT!***

To stay on track, write a purpose statement

Task 1: Which of the following **purpose statements** are informative/persuasive/both? Why?

1. I want my audience to learn how to use a mobile phone, specifically the iPhone 15. **Informative**
2. I'd like to familiarize my audience with the main features and benefits of Telemedicine. **both**
3. I want my audience to change their attitudes towards the use of paper with the help of psychological, environmental, technical and economic facts. **persuasive**
4. I would like the audience to know the possible applications and the benefits offered by PEM Fuel Cells. **both**

2. Define the purpose: purpose statement

“The purpose of my presentation is to (verb)_____.”

The purpose of my presentation is to update the employees' knowledge of the state of affairs in online privacy and encourage them to get involved with company planning efforts.

THESIS STATEMENT = main claim/idea conveyed about the topic to the audience.

“So, what we have learned today?”

The employees' awareness of online privacy and encouraging them to get involved in company planning efforts will have a positive affect on the company's success as a business in general.

3. Organise the content

Select your main points: narrow down your topic to **3 - 4** main points, depending on:

- Topic
- Amount of material
- Length of the speech: **8-10 minutes**

3. Organise the content

Support your main points

Supporting points: evidence to justify the main points (examples, definitions, facts, statistics)

****Remember the citation/references!**

Outline of your presentation

See MyCourses A6 Presentation Outline

2 documents to show examples

Giving and receiving feedback

Discuss:

What is the difference between **feedback** and **criticism**?

Why is it difficult to **give** feedback?

Why is it difficult to **hear** feedback?

What kind of feedback is **efficient**?

Why is **giving** feedback hard?

Maybe you...

- **consider feedback negative and unhelpful**
- **are concerned that the person will not like you**
- **think the other person cannot handle the feedback**
- **have had negative experiences before and feel the feedback is not worth the risk**

Why is **receiving** feedback hard?

Maybe you...

- have had negative experiences before.
- feel the need to justify and rationalize instead of listening to feedback
- think that feedback diminished your self-worth
- are not 100% confident

What kind of feedback is effective?

- **Descriptive, specific & performance focused**
- **Timely**
- **Balanced: positive & negative**
- **Solution-focused**



The Hamburger Model

The picture and the examples you used in the introduction were very compelling. I was immediately intrigued and wanted to hear more.

When you stated the purpose of the presentation, you said it quite fast. I think it is important to say that as clearly and calmly as possible. Perhaps next time you can try to emphasize it more.

With a clearer purpose, you will have a perfect introduction!

A?



Receiving feedback

- Listen to it and accept it positively (for consideration) rather than dismissively (for self-protection).
- Pause and think before responding.
- Ask for it to be repeated if you did not hear it clearly.
- Ask for clarification and examples if statements are unclear or unsupported.
- Ask for suggestions for improvement.
- Respect and thank the person giving feedback.

A?

HOMEWORK

- 1. Assignment A4 (deadline: 10.10 Tuesday)**
- 2. Assignment A6 presentation outline (deadline: 04.10 midnight)**
- 2. Online Modules 4**

Questions?

