

**Subject: Academic English**

**Topic: Presentation Skills and Practice**

Lecturer: Dr. Quang Nguyen

Date: May 7, 2019

# Schedule

1. May 7: Learn presentation skills
2. May 8: Make and practice your presentation
3. May 9 & 10: Present your thesis (ideas and progress)

## Notes:

- On May 9 & 10, each student has 20 minutes (10 minutes for presentation and 10 minutes for Q & A).
- Dr. Kotera will attend our class on May 9 & 10. Dr. Kotera and Dr. Quang may evaluate and grade your work.
- ***Submit your revised presentation*** (powerpoint or PDF file) to ***nv.quang@vju.ac.vn*** by May 14, 2019 (Tuesday).

## **A. Effective PowerPoint Presentation Tips**

# 1. Carefully Compose Your Slides

- Use a basic template or make your own
- Don't copy and paste slides from different sources

## Samples

### **OPERATIONAL DEFINITIONS**

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- Oral skill
- Reading aloud
- Assessment
- Educational Assessment
- Perception

### **LITERATURE REVIEWS**

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- Perceptions On Reading Aloud
- Perceptions On Assessment
  - Reading Aloud In Oral Assessment
  - Oral Assessment In Rural Primary School

## 2. Use Consistency

- Consistently use font face and sizes on all slides
- Consistently use numbering, bullets, etc.

### Sample

### DATA ANALYSIS

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- **Quantitative data**
  - Compile the data on an Excel spreadsheet and SPSS.
  - Interpret the data on answering each questions.
  - Draw conclusions
  
- **Qualitative Data**
  - Constant comparative method
  - Use critical thinking to synthesize the data
  - Examine the interviews for the teachers' insights
  - Utilize the data from the interviews to corroborate with the findings with other data sources.

### 3. Keep Your Slides Simple

- Keep in mind that less is more effective
- Limit words on your slides

Which one do you prefer?

#### LIMITATIONS OF THE STUDY

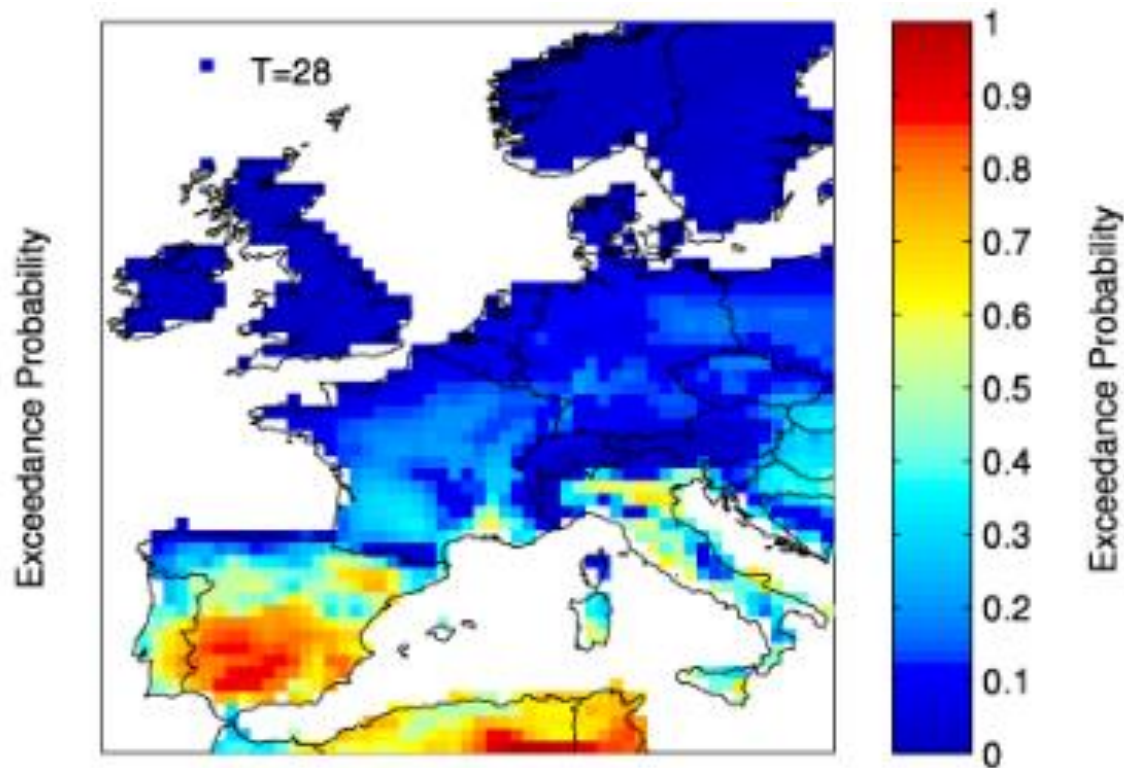
- Limitation in time and cost
  - Study will be conducted in District Besut, Terengganu only
- Inadequate of English-option teacher
- Difficulties in contributing the questionnaires
- Samples' readiness in participating

#### Suggestions for Teaching Math

- ▶ General mathematical terminology words need to be clearly understood before they can be used in calculations, e.g. add, plus, sum of, increase and total, all describe a single mathematical process.
- ▶ Other related difficulties could be with visual/perceptual skills, directional confusion, sequencing, word skills and memory. Dyslexic students may require repeated instruction and exposures to these concepts.
- ▶ Model and encourage the use of estimation.
- ▶ The child should be taught to form the habit of checking his answers against the question when he has finished the calculation (i.e. is the answer reasonable?).
- ▶ When using mental arithmetic allow the dyslexic child to jot down the key number and the appropriate mathematical sign from the question.
- ▶ Encourage pupils to verbalize and to talk their way through each step of the problem.
- ▶ Teach the pupil how to use the times table and encourage him to say his answers out as he uses it.
- ▶ Encourage a dyslexic child to use a calculator.
- ▶ Put key words on a card index system or on the inside cover of the pupils math book so it can be used for reference and revision. Rehearse mathematical vocabulary constantly, using multi sensory/kinesthetic methods.
- ▶ Illustrate math terms or concepts as often as possible. Include these drawings with the reference card in the math book.
- ▶ Put the decimal point in red ink. It helps visual perception with the dyslexic child.

## 4. Use High-Quality Photos and Graphics

- If your presentation is visually clear and interesting, people are more likely to take you seriously.
- Use accurate and relevant charts and graphs



## 5. Simplify Your Tables as Much as Possible

- It is important to visualize the tables as simple as possible.
- Delete unnecessary outlines, colors and borders



**TABLE SLIDE**

	Header	Header	Header	Header
Header	23%	21%	29%	9%
Header	83%	62%	25%	52%
Header	89%	87%	74%	77%
Header	17%	21%	82%	65%
Header	91%	94%	48%	33%



**TABLE SLIDE**

	Header	Header	Header	Header
Header	23%	21%	29%	9%
Header	83%	62%	25%	52%
Header	89%	87%	74%	77%
Header	17%	21%	82%	65%
Header	91%	94%	48%	33%



# Outline of Master's Thesis (PowerPoint Presentation)

First Slide: Title, Name, Date, Organization

## Contents:

1. Background and Motivation

2. Objectives and Scope

Present objectives and scope of your study

3. Data Collection

What are data used for your study?

4. Methodologies

What methodologies used for your study?

5. Expected Results

What results are expected from your research?

6. Progress and Plan

What have you done? and plan

## **B. Effective Oral Presentation Tips**

# 1. Practice With a Timer

- This one will especially pay off when it's time to present in front of your audience.
- Present within a designed time



## 2. Record Yourself

- Are your pauses too short or too long?
- Are you speaking slowly enough?



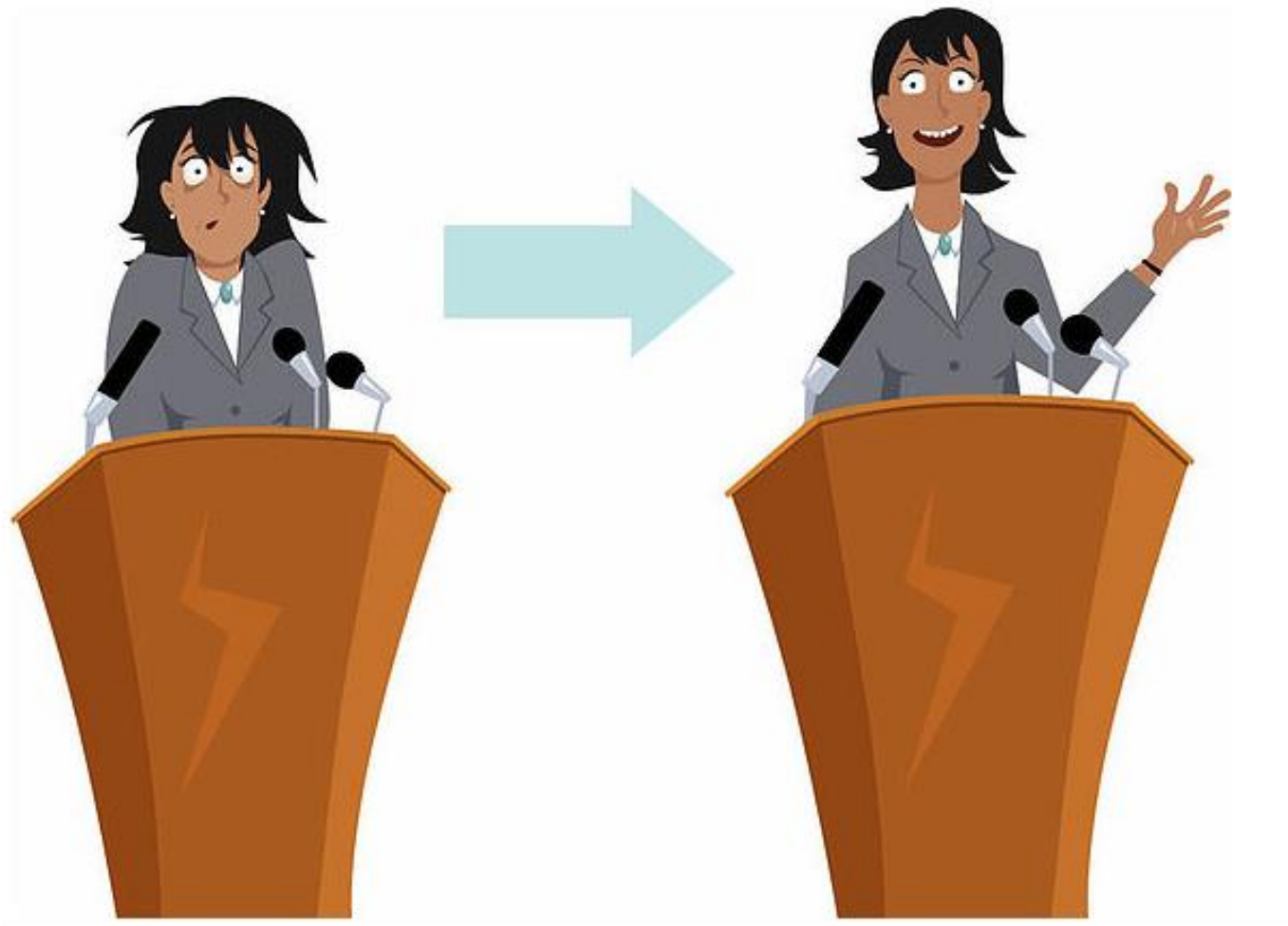
### 3. Practice in Front of Your Friends

- You may get good comments from your friends to improve your presentation skills



## 4. Speak with Confidence

- Speak loud and clear
- Speak freely



## 5. Body Language

- Body language plays an important role in making an effective oral presentation.
- Make eye contact with the audience
- Position and movement



## 6. Avoid Reading from the Screen

- You are not making eye contact with your audience if you are reading from the screen.



**Boring!**



## 7. Explain your Equations and Graphs

- Point out all variables and graphs and tell how they support your point



## Example 1:

### Three Minute Thesis 2017 Winner (Miami University, USA)

(<https://www.youtube.com/watch?v=dexCh39jEg4>)



## Example 2:

# Three Minute Thesis 2014 Winner (the University of New South Wales, Australia)

<https://www.youtube.com/watch?v=yRUa09ETqSY>



## Example 3:

### Obama's Complete Victory Speech in 2012, USA

(<https://www.youtube.com/watch?v=nv9NwKAjmt0>)

