

Student

Presentation Listening

Time: *Approximately 30 hours*

1. Read the title

- Try to predict the content of lecture – ‘what is a good academic presentation?’
- Write down key terms / ideas
- Check these terms: [signposting](#) / [well-structured](#) / [easy to follow](#) \ [delivery](#) (voice, intonation, rhythm, confidence) \ [eye contact](#) / [gestures](#) / [visuals](#) (PPT – simple but effective) / [Not reading](#) / [Rehearsed](#)

Three types of lesson

Try to listen ONLY two times

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

Lesson#1: [\[hard\]](#)

1. Listen once – take notes
2. Give 5 minutes to tidy notes
3. Listen again and add to notes (use a different [colour](#) pen).
4. Answer questions – set 15-20 minutes to answer.
5. Check answers
6. [Listen again to check answers](#)

Lesson #2: [\[medium\]](#)

1. Listen once – take notes.
2. Answer questions: 5- 10 minutes
3. Listen again – answer the questions as they listen
4. Give yourself 5-10 minutes to tidy answers. Then check answers
5. [Listen again to check answers](#)

Lesson #3: [\[easier\]](#)

1. Read questions – highlight key terms
2. listen once and answer questions
3. 5 minutes to tidy notes
4. Listen again answer missed question
5. 5-10 minutes to tidy answers. Then check answers
6. [Listen again to check answers](#)

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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](#)