PRESENTATION SKILLS IN AMERICAN CLASSROOMS

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TIP 1: INVOLVE THE AUDIENCE

- Here in the US, consider the culture of your environment to decide if an interactive presentation style is right for your audience.
- Create questions, interactive exercises, and activities.
- Make eye contact with audience members (it is a sign of respect and engagement in US culture).
HOW CAN YOU INVOLVE THE AUDIENCE?
Ask questions that elicit answers that add value to the presentation:
"How many of you know __________?"
"When was the last time you________?"
"Have you ever heard of________?“

Pay attention to energy levels in the room and respond appropriately

Use pair work instead of asking people to speak up in a large group
Let’s Practice!

- Think of an important person or a pioneer in your interested field of study
- Do not reveal that person’s name to your group members
- Engage your group member and lead them into your topic
- Reflect on the way(s) you use to introduce your topic
TIP 2: REFINE YOUR CONTENT

- If it is a class presentation, analyze the grading rubric carefully. Underline the key focuses.
- Organize the content in an understandable and practical way (DO NOT fill up your slides with words and read the slides)
- Keep in mind the importance of practical examples, tools, and suggestions
HOW CAN YOU ORGANIZE THE CONTENT?
Narrow down your topic into sub-groups of ideas or categories of thoughts => keywords

Use those keywords to locate supporting content:
- statistical numbers, real life examples
- encyclopedias and other reference sources
- databases
- core journals in the field
- archivals and rare-books collections
- websites/ electronic materials
- visual aids/ diagrams
- scholarly associations
Let’s Practice!

- Look at these broad topics and work out a practical outline of ideas within 30 minute talk. Be mindful about a detailed timeframe for your presentation as well:
  - Greatest discoveries of the last decade
  - Industrial impact of autonomous cars
  - Governmental control of the Internet
  - Reasons to study behavioral economics
  - Fast food consumption and dieting
  - Can an atheist have virtues?
  - Blogging as self-employment
  - Why care about politics?
In the US, timing for a presentation is usually very structured.
There is a certain amount of time dedicated to the presentation and a certain amount of time determined for questions, comments, and socializing at the end.
Let’s Practice!

- Exchange your outline with your friends
- What do you expect to come up in the presentation, as an audience, when you look at the outline?
- What are some questions you might have for the presenter if he or she presents that topic?
TIP 3: DEMONSTRATE YOUR PERSONALITY AS A SPEAKER

- Vary your speech and your tone of voice. Show enthusiasm!
- Observe and practice your body language
- Remember some practical transitional phrases
WHAT ARE SOME PHRASES USED IN PRESENTATION?
Greeting your audience, introducing yourself and giving the topic of your presentation: I’d like to start by introducing myself. My name’s … and the topic for my presentation today is ..

Justifying the topic of your presentation: There are many concerns regarding … /… so the purpose of my presentation today is to inform/discuss/present/analyze

Giving the outline of your presentation: I am going to divide my presentation into two main parts. First I’m going to describe … and then I’ll move on to look at …/Please just put your hand up if you would like to ask a question.

Introducing your first main point: Now, I’m going to start by ...

Referring to research: Researchers have identified three key issues here, they are ... /A number of recent studies, notably the ones by ... and ..., have shown that ...

Presenting a point of view: Those in favor of ... argue that ... /Advocates of ... claim that ... /Some people claim that ... but others ... Most people/scientists would argue that ... I think it’s fair to say that ...
Referring to visual data: If you look at this table you can see that ... The data here shows that...

Analyzing an argument: Let’s take a closer look at the argument put forward by ... / His main contention is that ... but he fails to consider ...

Emphasizing important points: It must be remembered that ... / I would like to draw your attention to this point ...

Losing your way: If you’ll bear with me for a moment while I just glance at my notes, right, ...

Moving to another main point: OK, so now I’d like to turn to my next point, which is ... / Moving on, I’d like to take a look at ....

Making recommendations: Now I’d like to look at some of the measures that can be taken to alleviate the problems of ... / In order to solve these problems, the following action should be considered: ...
Making conclusions and summarizing your main points: To conclude my presentation, .../This is clearly a very complex issue but on the strength of the evidence I have seen I would say that .../it seems that ...

Finishing your presentation: OK we’re coming to the end of the presentation so I’d just like to thank you for listening ... /OK. That bring us to the end of my presentation.

Asking for questions: Would anyone like to ask any questions?/ I’m ready to take any questions now. / If anyone has questions I’ll be happy to answer them.

Answering questions: Thanks for your question ... Good question. /I think that’s an interesting question! As I see it ...

Dealing with difficult questions: Hmm, that’s a good question. I don’t have the information to answer that question right now, but I’d be happy to find out and get back to you later.

I don’t think we have enough time to go into that right now, but I’ll be happy to speak to you one-to-one after the presentation if you would like.
Let’s Practice!

- Look at the outline you have had from the previous task
- Visualize your standing in front of your audience when you present it (How do you stand? How do you breathe? How is your gesture? How is your tone and pronunciation?)
- Choose one point in your content to practice delivering the speech (Do you use any transitional phrases I have presented above?)
PRACTICE MAKES PERFECT!
Additional sources:

- [https://youtu.be/Yl_FJAOcFgQ](https://youtu.be/Yl_FJAOcFgQ) (How to open and close presentations? - Presentation lesson from Mark Powell - Cambridge University Press ELT)
- [https://www.youtube.com/watch?v=6bSOAl1i8bw](https://www.youtube.com/watch?v=6bSOAl1i8bw) (How to Create an Awesome Slide Presentation (for Keynote or Powerpoint)
- [https://hbr.org/2014/10/tailor-your-presentation-to-fit-different-cultures](https://hbr.org/2014/10/tailor-your-presentation-to-fit-different-cultures) (Tailor Your Presentation to Fit the Culture)
- [https://blog.hubspot.com/sales/types-of-presentation-styles](https://blog.hubspot.com/sales/types-of-presentation-styles) (Types of presentation styles)