

Week 9

- Improving Academic Presentation
- Learning Outcomes
 - To Know how to Present in a Panel and Participating in Discussions.



Methods of Delivery

- Manuscript Reading
- Memorized
- Impromptu
- Extemporaneous



Delivering speech - Beginning

- Walk Calmly with Confidence
- Establish Eye Contact
- Smile Naturally
- Deliver Introduction



Delivering Speech - During

- Use Effective Eye Contact
- Use Effective Language
- Use Effective Gestures
- Be Enthusiastic
- Use Conversational Style
- Use Notes as Needed



Delivering Speech - Ending

- Frame the Speech
- Pause Before Returning to Seat
- Accept Applause Graciously



Using Visual Aids During the Speech

- Reveal Only when Needed
- Talk to Audience – Not Visual Aid
- Refer to Visual Aid
- Keep Visual Aid Visible as Needed
- Use Handouts with Caution



Language and Style

- Language and Power
- Oral Vs Written Style
- Effective Word Use
- Memorable Word Structures
- Creating Images.



Language and Clarity

- Concrete
- Maxims
- Limit Jargons
- Economy
- Active Voice
- Careful Use of Irony



Language and Rhythm

- Repetition
- Parallel Wording
- Antithesis
- Inversion of Word Order



Language and Vividness

- Description
- Stories
- Similes and Metaphors
- Vivid Sounds
- Personification



Elements of Vocal Delivery

- Speech Rate and Pauses
- Volume
- Inflection and Pitch
- Quality of Voice
- Pronunciation and Articulation



Elements of Physical Delivery

- Appearance
- Posture
- Facial Expression
- Eye Contact
- Movement
- Gestures

