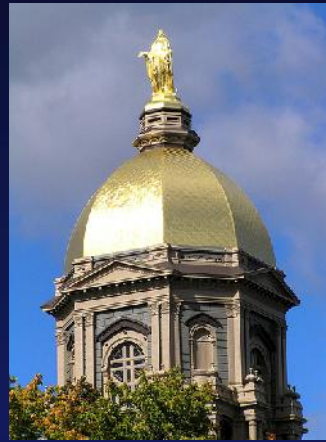




The Center for the Study of Languages and Cultures



Giving an Effective Academic Presentation

October 13, 2014



Giving an Effective Academic Presentation



1. When and why do we give presentations?
2. How to Deliver a Good Presentation
3. Visual Aids
4. Verbal Cues
5. How to Practice Giving a Presentation



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2. How to Deliver a Good Presentation

Pronunciation

Pace

Tone

Volume

Body Language

Visual Aids

Verbal cues

Content

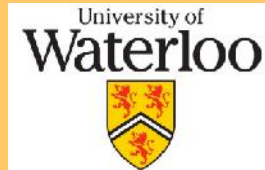
Practice Ahead of Time!



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3. Visual Aids



[https://uwaterloo.ca/
Center for Teaching Excellence](https://uwaterloo.ca/Center-for-Teaching-Excellence)

Outline of Presentation

Write out Important Terms, Phrases, Equations

Illustrate and Highlight Points

Pictures

Graphs

Diagrams

Tables

Avoid: Reading blocks of text off slide

Using slide as a cue card



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4. Verbal Cues

- a. **Emphasis cues**
- b. **Organizational cues**
- c. **Mannerism cues**



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4. Verbal Cues

a. Emphasis cues

You need to note	This is basic
You need to understand	Listen carefully
You need to remember	Let me emphasize
You need to underline	Let me repeat
You need to think about	Let me explain
This is important/key	Let me make clear



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4. Verbal Cues

b. Organizational cues

The topic is	As a result
Today we shall discuss	Main topics to be discussed are
First of all	Will make several points
Second, third, etc.	In the following order
To introduce	In conclusion
Then,	To summarize / to review
Next,	To recap



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4. Verbal Cues

c. Mannerism cues

- repeat the words or phrases for emphasis
- spell out important words
- list on board, or reads a list
- speak more slowly, allow time to take notes
- speaks more loudly or stress certain words
- use a different voice tone
- asks questions not meant to be answered by students



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5. How to Practice Giving a Presentation

Replicate the environment in which you will be presenting!

Stand up at a podium

Read out loud

Time yourself (how long did you take?)

Practice using slides and visual aids

If you have a poster, practice referring to it, and explaining it.

Practice rhetorical tone, pace, volume, etc.

Identify words that are difficult to pronounce!