

Instructions for the oral presentation

Technical Information and Communication 1DV510

Lecture 14

Nicholas Waters

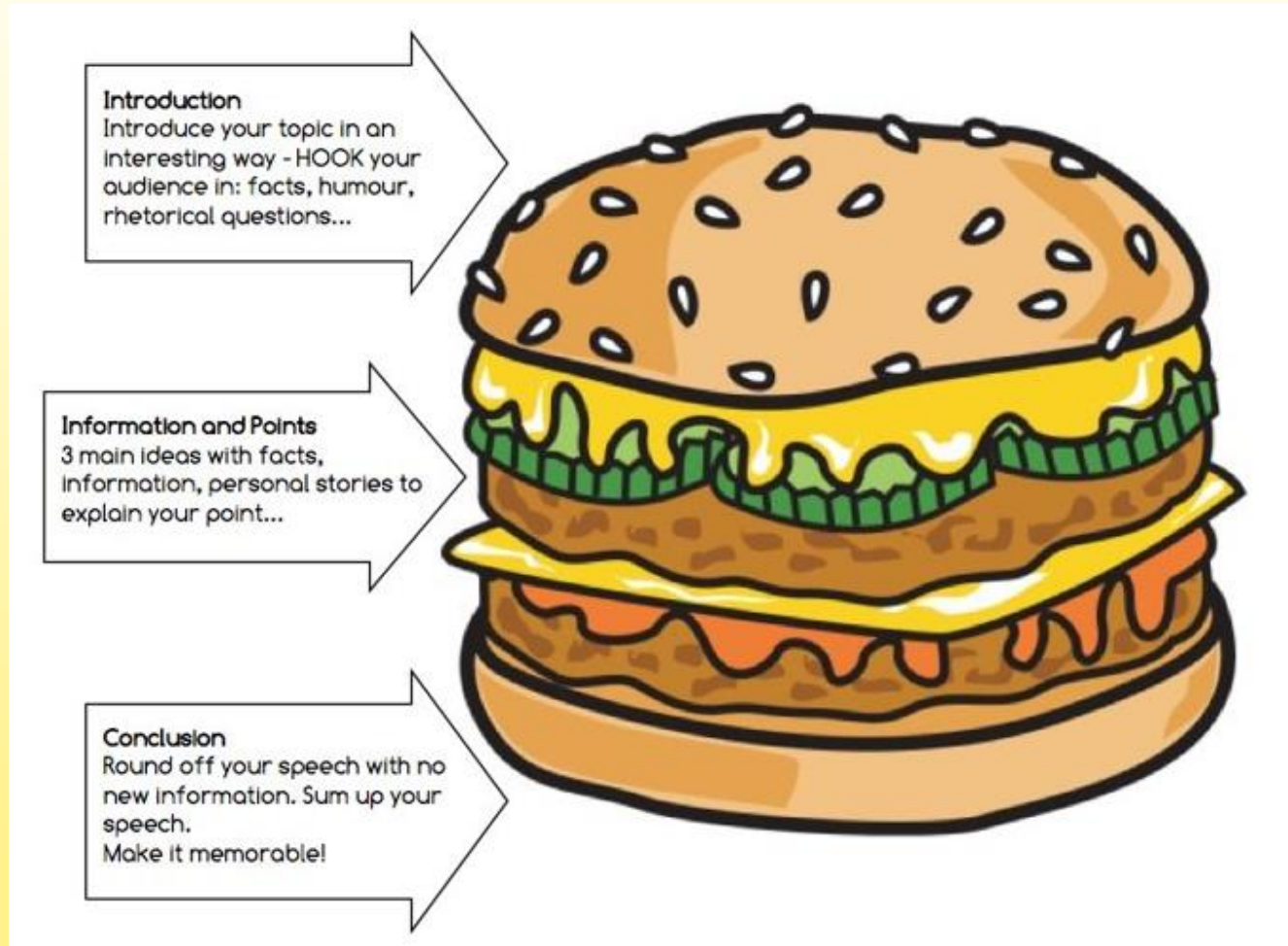


Today

1. A few points from Wednesday
2. The Perfect Presentation
3. The oral presentations - the small print
4. Preparing for the seminars



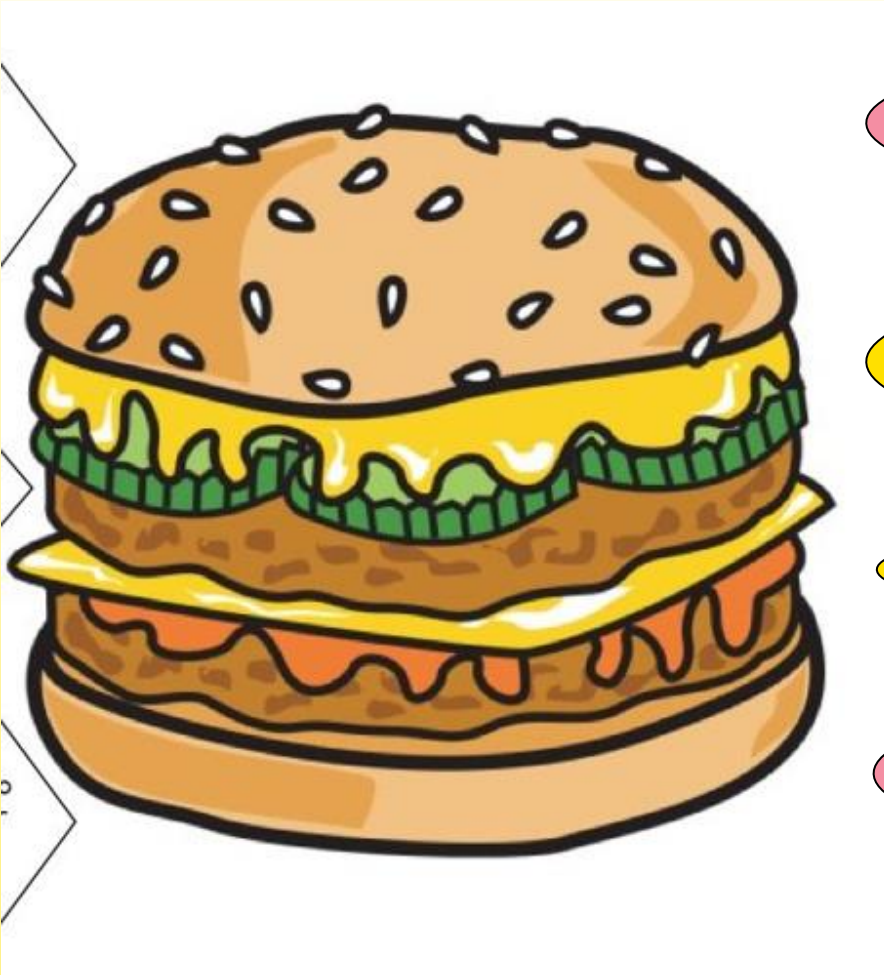
Sharla's Hamburger



2023-12-15

3

Sharla's Hamburger



*Welcome, introduction,
attract interest*

*Presentation, aim
research, Q and As*

Results and discussion

*Summary, conclusion,
ending, thank yous*

2023-12-15

4



Nicholas Waters

The perfect presentation

Does it exist?

What is perfection?

”The state of being complete and correct in every way” [1]



So, if the presentation,

- a) includes everything it is supposed to
- b) has no obvious errors

that is good enough?

What is everything?

Introduction

Main text

Conclusion



[2]



[2]

Introduction

Introduce the speaker

Give the title

Set the frame of reference (aim)

Pose a (research) question or two

Main text

Deliver the message

Back up with facts and figures

Show a relevant image or two

Offer some discussion or analysis

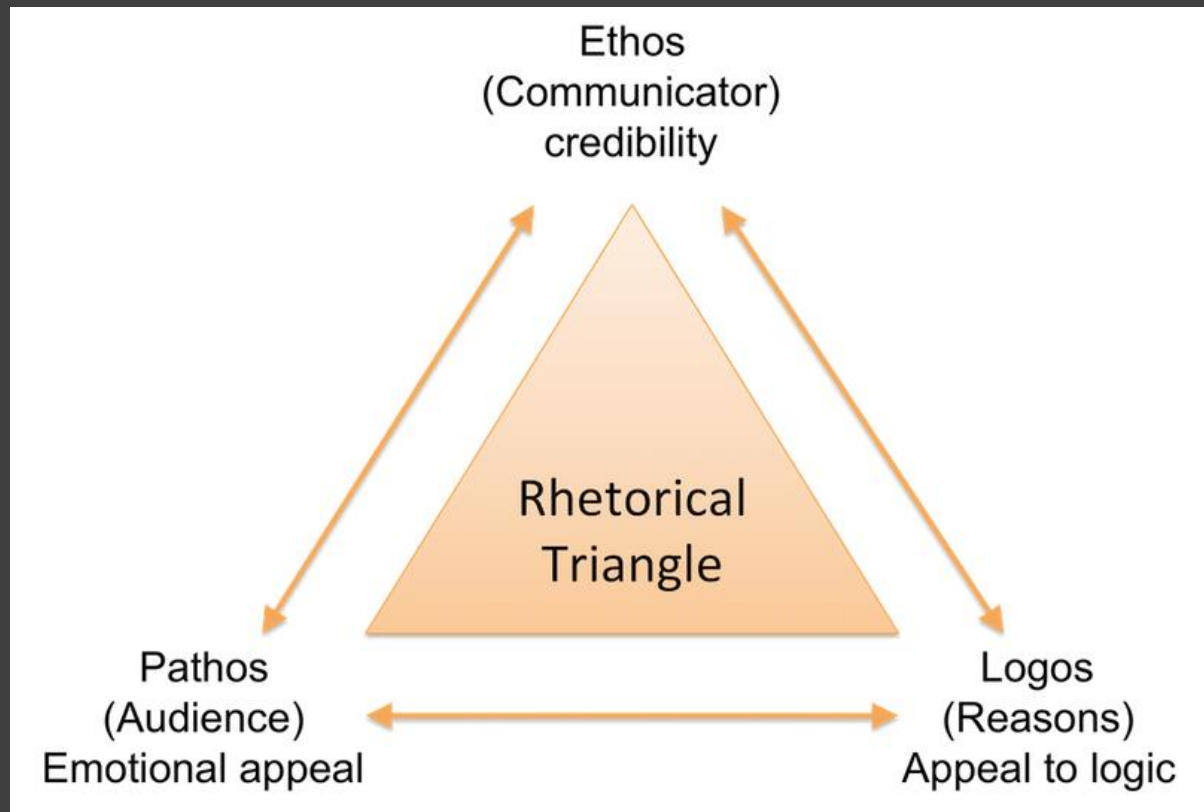
Main text

ρητορικός

Remember to do at least one of:

- persuade
- motivate
- inform
- *entertain*

Main text



Conclusion

Present the result

Offer a summary

Make a closing statement /call to action

Say thanks

Post the references

Is that everything?

Almost

Remember to link the three parts together with signposts

Like this one?



[2]

Introduction



Tell them what you are going to tell them

Main text



Tell them

Conclusion

Tell them what you have told them [3]



[2]

Is that everything now?

Be yourself, speak naturally and confidently

Keep to the time limit

One idea or concept per slide

How many items per slide? Five, six, seven?

Now is that everything?

Choice of font and sizing

Select a background

Colour!

Animations

Can a presentation really be that simple?

It's complete, it's correct, so...

it is perfect!



[4]

Perfect? Meh...

... but enough to pass the examination

Now you do it!

Thank you

References:

1. Cambridge Dictionary, 4th Revised edition, Cambridge University Press, Cambridge
2. Speaker's own images. Pizza, hamburgers and signpost near Winterbourne Anderson, Dorset
3. Michael Marland, *The Craft of the Classroom*, 1977, out of print.
4. Stock photo stolen from the internet.

Background

If you choose plain (ish)

- not too dull

Relevant

- but not too fussy

Background warnings!

Do not the distract or confuse the audience

Not too many variations

Finally...

Number the slides

Proofread your presentation

Spellcheck it!!!!!!!!!!!!!!

Days before your presentation group

A. read and understand the document *Instructions for Oral Presentations 1*

Instructions for Oral Presentations 2

Audience feedback

This is a compulsory element of the course

1. The day before your presentation group

- Make sure that you have Adobe Acrobat Reader installed (free to download) so that the feedback form will function as intended.
- Download the PDF file titled *Feedback form for oral presentation* from MyMoodle and save it on your computer.
- Read the form carefully so that you understand all six questions. This will enable you to fill in the form quickly (see 3 below).
- Practice. Do a test run. Fill in the form once, save it and close it.
- Open the file. Check that the form has saved correctly.

2. Before your presentation group

Find the e-mail addresses of the other eight participants in your group. They are available on MyMoodle. Save them.

3. During the presentations

- Immediately after each presentation, fill in the form. Make sure that you put the presenters name in the space at the top. There will be a five-minute break between each presentation.
- Save the document with the presenter's name.
- If you make any mistakes you can clear the form by clicking on RESET at the top of the page.

4. After the presentations have finished

Straight after all the students in your group have presented, send the completed feedback forms to each respective presenter.

5. Next day

- Read through the feedback forms that have been sent to you.
- Look at the scores given by your fellow students.
- Ask yourself what you might improve for the next time that you give a presentation.



Preparation checklist 1

1. revisit Sharla's and Nicholas' lectures on oral presentations?
2. be sure that you have read and understand all the instructions
3. select and prepare your content
4. chose relevant illustrations
5. practise with timings (remember 5 minutes max)
6. rehearse and master the content of the presentation
7. consider recording yourself and/or test presenting to peers

Note. I have ignored my own advice here



Preparation checklist 1.1

1. Suggestion check the room out beforehand
(B2034V or D2272)

1. Ensure that your computer equipment and presentation programme e.g. PowerPoint is working



Presenters

1. must arrive at the room on time (15 minutes)
2. be ready from the beginning of the session
3. will be called in random order

Advice:

- relax
- introduce the subject and yourself
- speak at a natural pace
- remember to refer to the illustrations
- do not read from a script nor from illustrations
- finish strongly



Latest: the day before your presentation group

B. read and understand the document *Instructions for Oral Presentations 2*

Instructions for Oral Presentations 2

Audience feedback

This is a compulsory element of the course

1. The day before your presentation group

- a) Make sure that you have Adobe Acrobat Reader installed (free to download) so that the feedback form will function as intended.
- b) Download the PDF file titled *Feedback form for oral presentation* from MyMoodle and save it on your computer.
- c) Read the form carefully so that you understand all six questions. This will enable you to fill in the form quickly (see 3 below).
- d) Practice. Do a test run. Fill in the form once, save it and close it.
- e) Open the file. Check that the form has saved correctly.

2. Before your presentation group

Find the e-mail addresses of the other eight participants in your group. They are available on MyMoodle. Save them.

3. During the presentations

- a) Immediately after each presentation, fill in the form. Make sure that you put the presenters name in the space at the top. There will be a five-minute break between each presentation.
- b) Save the document with the presenter's name.
- c) If you make any mistakes you can clear the form by clicking on RESET at the top of the page.

4. After the presentations have finished

Straight after all the students in your group have presented, send the completed feedback forms to each respective presenter.

5. Next day

- a) Read through the feedback forms that have been sent to you.
- b) Look at the scores given by your fellow students.
- c) Ask yourself what you might improve for the next time that you give a presentation.



Latest: the day before your presentation group

2. download the PDF file titled *Feedback form for oral presentation*

1. Fill in the form while listening.
2. Save as a copy with the name of the presenter.
3. Email your feedback to the presenter after the session.
Click the reset button if needed.

RESET

Peer response sheet for oral presentation Presenter: _____

1. Subject. Was the presentation informative? Did it have a clear focus? Was it well researched?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

2. Organization/Clarity. Was it easy to follow? Was there a clear and interesting introduction and conclusion?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

3. Preparation. I had the speaker rehearsed? Was the speaker in control of the sequence, pacing and flow of the presentation? Did they make effective use of notes, without relying on them too heavily?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

4. Sensitivity to audience. Did the speaker maintain eye contact with all members of the class? Did they make effective use of pauses, gestures, change in pace and pitch?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

5. Language. Was the level of language suitable? Did they use any rhetorical devices? Was the language varied?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

6. Visual aids. Did the speaker make effective use of the presenting mode?

1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . 7

poor outstanding

Based on: Goring, Laura, (2003) "Planning Student Presentations", Teaching Tips, Perlman Center for Learning and Teaching, Carleton College. Available from http://webapps.acs.carleton.edu/campus/lc/teach_tips/presentations/.



Latest: the day before your presentation group

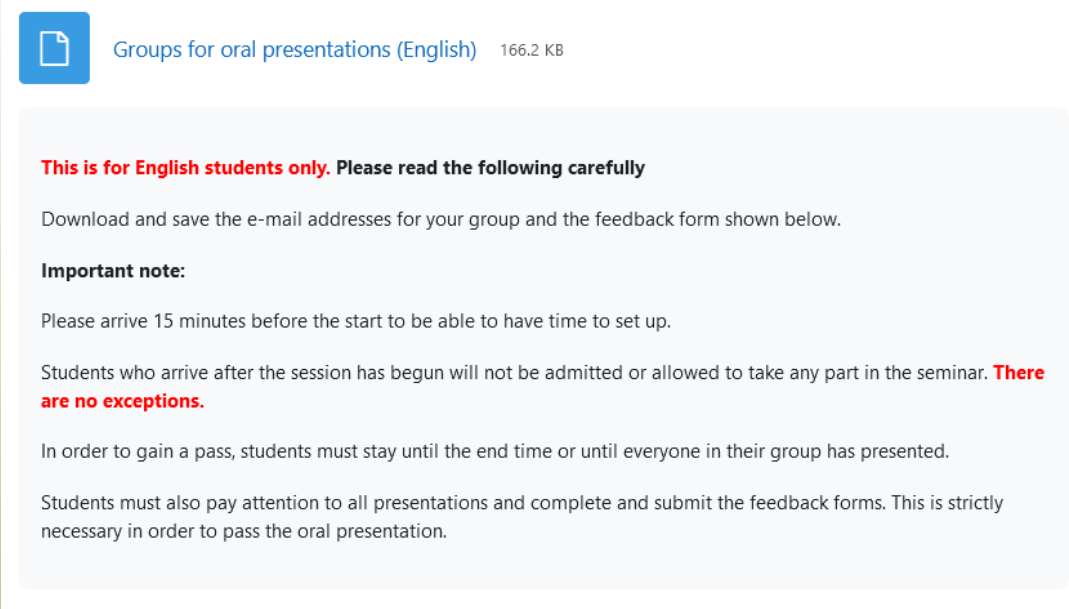
3. Find the e-mail addresses of the other participants in your group. They are available on MyMoodle


Student full name	Student e-mail
<i>Monday, 18 December 2023 - 08:15 - 10:00 - B2034</i>	
Martim Oliveira	mo223tz@student.lnu.se
Gergo Zsolt Kántor	gk222kg@student.lnu.se
Arturs Mikelsons	am225em@student.lnu.se
Georgios Emfietzis	ge222ff@student.lnu.se
Nathaniel Nicholas	nn222qn@student.lnu.se
Helena Majer	hm222xv@student.lnu.se
Ghaith Awad	ga222pw@student.lnu.se
Mohammad Awad	ma226kh@student.lnu.se
Steven Uhlemann	su222eg@student.lnu.se
<i>Monday, 18 December 2023 - 10:15 - 12:00 - B2034</i>	
Melanie Rees	mr224gw@student.lnu.se
Sarah Ouedraogo	so223cb@student.lnu.se
Chiara Gambirasio	cg223bc@student.lnu.se
Saisharan Raja	sr223nr@student.lnu.se
Isabella Wall	iw222if@student.lnu.se
Jonas Göbel	ig223uz@student.lnu.se



Latest: the day before your presentation group

3. Find the e-mail addresses of the other participants in your group. They are available on MyMoodle



 Groups for oral presentations (English) 166.2 KB

This is for English students only. Please read the following carefully

Download and save the e-mail addresses for your group and the feedback form shown below.

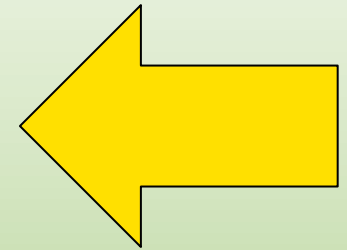
Important note:

Please arrive 15 minutes before the start to be able to have time to set up.

Students who arrive after the session has begun will not be admitted or allowed to take any part in the seminar. **There are no exceptions.**

In order to gain a pass, students must stay until the end time or until everyone in their group has presented.

Students must also pay attention to all presentations and complete and submit the feedback forms. This is strictly necessary in order to pass the oral presentation.



4. Save the e-mail addresses in an easily accessible list

2023-12-15

37

Audience

1. At the beginning of each presentation put the presenters name at the top of the feedback form
2. Save the document with the presenter's name
3. Immediately after each presentation, there will be a five-minute break
4. Fill in the form. Save again. If time, send it immediately.

Mistakes? Clear the form by clicking on RESET



After the presentations

Immediately, either -

a) in the short break, send each individual form away

b) after all the students in your group have presented, send the completed feedback forms to each respective presenter.



Feedback

Giving:

be honest

be fair

do not compare

Receiving:

next day, read through the feedback forms

- ask what you might improve next time you present
- don't take any bad scores to heart



Grades

There are two grades:-

Pass - **G** (*godkänd* in Swedish)

Fail - **U** (*underkänd* in Swedish)

U Students will receive feedback & advice for the re-sit

2023-12-15
Students who do not pass will be advised of the date to retake the oral presentation.



Seminar version

The deadline is:

08.00 Wednesday January 3rd 2024



In simplified, graphical form, the procedure is as follows

Step	Respondent (author)	Opponent (reviewer)
1.	Highlights any major errors that still need to be corrected. 1 minute	
2.		Summary of the report c. 4 minutes
3.		Reviews the report and makes relevant observations c. 4 minutes
4.	Comments on the review, clarifies and answers questions. 1 minute	
5.		Leads the other four students in the group in the discussion. <u>All</u> seminar participants must contribute and give feedback. c. 4 minutes
6.	Concluding remarks 1. minute	



...one last thing

Font	Times New Roman
Size	12pt
Line spacing	1½
Alignment	justified
Paragraph indents	not the first after a heading all subsequent paragraphs ½” or 1.27cm





Lnu.se