To start with...

• A presentation is a talk given by a person to one or more listeners.

• Some important aspects to focus on:
  – Contexts
  – Content
  – Structure
  – Delivery
  – Language
Contexts

• Contexts cover a number of things:
  – Aims/purposes
  – Topic
  – Who the listeners are, how many?
  – Listeners’ expectation
  – Time
  – Facilities
Content

• Content refers to the information to deliver in the presentation

• Three main things to consider:
  – Level (Does the information given correspond with the needs and interests of the majority of the audience?)
  – Quantity (Is it adequate? How much time is given?)
  – Accuracy (Is the information valid? Is it to the point?)

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Structure

• **Structure** has to do with how the presentation is organized

• Basically, there are 3 main parts of a presentation:
  – **An opening or an introduction**: welcome, introduction of the speaker, topic, outline
  – **Main part**: presentations of the main points
  – **Closing**: summary and conclusions
  – **Questions and answers**
Presentation Building Blocks (Brieger, 1997)

Greeting, Introduce yourself

Introduce your talk

Outline talk

Present main parts:
  • point 1
  • point 2
  • point 3
  • point x

Summarize main points

Conclude talk

Invite questions

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Delivery

• **Delivery** refers to techniques used in delivering a presentation
• What to consider includes:
  – Voice (clarity, pronunciation, intonation, stress, pitch, pauses, volume)
  – Body language (don’t be awkward)
  – Eye contact (keep a regular eye contact with the audience)
  – Visual aids (pictures, photographs, tables, charts, etc.)
  – *Humour
Language

- **Language** here means the linguistic properties we use to transfer the intended message or information

- It can cover a lot of things:
  - Vocabulary
  - Grammar
  - Transitional signals and *signposting* (e.g. so, let’s start, to conclude, I just would like to go back, etc.)
  - *Pronunciation*
It’s time to check your assignment