Тема №21. Публичные выступления с докладами.

1. Прочитайте текст выпишите основные правила для выступления с докладом.

Know the needs of your audience and match your contents to their needs. Know your material thoroughly. Put what you have to say in a logical sequence. Ensure your speech will be captivating to your audience as well as worth their time and attention. Practice and rehearse your speech at home or where you can be at ease and comfortable, in front of a mirror, your family, friends or colleagues. Use a tape-recorder and listen to yourself. Videotape your presentation and analyze it. Know what your strong and weak points are. Emphasize your strong points during your presentation.

When you are presenting in front of an audience, you are performing as an actor is on stage. How you are being perceived is very important. Dress appropriately for the occasion. Be solemn if your topic is serious. Present the desired image to your audience. Look pleasant, enthusiastic, confident, proud, but not arrogant. Remain calm. Appear relaxed, even if you feel nervous. Speak slowly, enunciate clearly, and show appropriate emotion and feeling relating to your topic. Establish rapport with your audience. Speak to the person farthest away from you to ensure your voice is loud enough to project to the back of the room. Vary the tone of your voice and dramatize if necessary. If a microphone is available, adjust and adapt your voice accordingly.

Body language is important. Standing, walking or moving about with appropriate hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech. Use audio-visual aids or props for enhancement if appropriate and necessary. Master the use of presentation software such as *PowerPoint* well before your presentation. Do not over-dazzle your audience with excessive use of animation, sound clips, or gaudy colors which are inappropriate for your topic. Do not torture your audience by putting a lengthy document in tiny print on an overhead and reading it out to them.

Speak with conviction as if you really believe in what you are saying. Persuade your audience effectively. The material you present orally should have the same ingredients as that which are required for a written research paper, i.e. a logical progression from INTRODUCTION (Thesis statement) to BODY (strong supporting arguments, accurate and up-to-date information) to CONCLUSION (re-state thesis, summary, and logical conclusion).

Do not read from notes for any extended length of time although it is quite acceptable to glance at your notes infrequently. Speak loudly and clearly. Sound confident. Do not mumble. If you made an error, correct it, and continue. No need to make excuses or apologize profusely.

Maintain sincere eye contact with your audience. Use the 3-second method, e.g. look straight into the eyes of a person in the audience for 3 seconds at a time. Have direct eye contact with a number of people in the audience, and every now and then glance at the whole audience while speaking. Use your eye contact to make everyone in your audience feel involved.

Speak to your audience, listen to their questions, respond to their reactions, adjust and adapt. If what you have prepared is obviously not getting across to your audience, change your strategy mid-stream if you are well prepared to do so. Remember that communication is the key to a successful presentation. If you are short of time, know what can be safely left out. If you have extra time, know what could be effectively added. Always be prepared for the unexpected.

Pause. Allow yourself and your audience a little time to reflect and think. Don't race through your presentation and leave your audience, as well as yourself, feeling out of breath.

Add humor whenever appropriate and possible. Keep audience interested throughout your entire presentation. Remember that an interesting speech makes time fly, but a boring speech is always too long to endure even if the presentation time is the same.

When using audio-visual aids to enhance your presentation, be sure all necessary equipment is set up and in good working order prior to the presentation. If possible, have an emergency backup system readily available. Check out the location ahead of time to ensure seating arrangements for audience, whiteboard, blackboard, lighting, location of projection screen, sound system, etc. are suitable for your presentation.

Have handouts ready and give them out at the appropriate time. Tell audience ahead of time that you will be giving out an outline of your presentation so that they will not waste time taking unnecessary notes during your presentation.

Know when to STOP talking. Use a timer or the microwave oven clock to time your presentation when preparing it at home. Just as you don't use unnecessary words in your written paper, you don't bore your audience with repetitious or unnecessary words in your oral presentation. To end your presentation, summarize your main points in the same way as you normally do in the CONCLUSION of a written paper. Remember, however, that there is a difference between spoken words appropriate for the ear and formally written words intended for reading. Terminate your presentation with an interesting remark or an appropriate punch line. Leave your listeners with a positive impression and a sense of completion. Do not belabor your closing remarks. Thank your audience and sit down.

Have the written portion of your assignment or report ready for your instructor if required.

Ссылка:<https://krasgmu.ru/umkd_files/metod_new/16611.jpg>

2. Ответьте на вопросы.

1. Is it common for presenters to read from a prepared script?

2. Is it necessary for presenters to base their talk around a visual presentation that displays key figures and research results?

3. What are the phrases to address people?

4. How can you begin your presentation?

5. What are the phrases to sum up your presentation?

3. Решите ситуационную задачу

Выступите в роли председателя. Представьте спикеров. Используйте следующие высказывания: Jane Schaller, clinical psychologist; consulted on most continents, Chair of pcychologists at Tufts University Medical School in Boston

2. На основе данных ниже ключевых слов, сформулируйте основные правила устных выступлений для зарубежных участников международной конференции:

A. Questioning 1. planning the questions to be asked 2. writing out the key questions 3. wording questions appropriately 4. asking concise and specific questions 5. using peers’ existing knowledge 6. asking relevant questions 7. asking questions in a logical order 8. varying the manner of asking questions 9. asking questions in a non-threatening manner 10. allowing enough time for trainees to think 11. rephrasing questions for clarification 12. following-up on answers

B. Preparation and delivery 1. mastering the topic 2. preparing notes 3. practicing or rehearsing 4. recording oneself 5. getting feedback from others 6. making sure you can be seen 7. speaking in a clear and well-modulated voice 8. maintaining eye contact 9. using natural and communicative gestures

C. Providing input 1. stating the objectives and/or focus of the topic 2. using visuals and other aids appropriately 3. using handouts appropriately 4. using appropriate language (not too technical) 5. including only essential information 6. presenting points in a logical order 7. giving examples to concretize ideas 8. using humor, anecdotes an analogies to clarify and liven up the ideas 9. linking ideas constantly 10. repeating and reinforcing the main points 11. closing clearly with a re-iteration of the focus of the topic

**Электронные ресурсы**

Tips for describing graphs ([http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation http://www.learn-english-today.com/business-english/graphs-charts.html](http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentationhttp:/www.learn-english-today.com/business-english/graphs-charts.html))

Tips for making a presentation ([http://www.learn-english-today.com/business-english/presentations\_useful-phrases.html http://speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation](http://www.learn-english-today.com/business-english/presentations_useful-phrases.htmlhttp:/speakspeak.com/vocabulary-articles/dynamic-verbs-for-describing-a-graph-and-making-a-clear-presentation))

ПРИЛОЖЕНИЕ

**Structure of a Research Paper**

While academic disciplines vary on the exact format and style of journal articles in their field, most articles contain similar content and are divided in parts that typically follow the same logical flow. Following is a list of the parts commonly found in research articles.

* Title
* Abstract
* Introduction
* Literature Review
* Methods
* Results
* Discussion/Conclusion
* References/Bibliography

Research papers are organized so that the information flow resembles an hourglass in that it goes from general to specific and then back to general again. The introduction and literature review sections will introduce the problem and provide general information. The methods and results will provide specific, detailed information about this research project and the discussion/conclusion will discuss the findings in a larger context. The following section will describe each of these parts in more detail. Additional information can be found in the Resources section of this module and in the Suggested Readings.

**Title**

The title should be specific and indicate the problem the research project addresses using keywords that will be helpful in literature reviews in the future.

**Abstract**

The abstract is used by readers to quickly review the overall content of the paper. Journals typically place strict word limits on abstracts, such as 200 words, making them a challenge to write. The abstract should provide a complete synopsis of the research paper and should introduce the topic and the specific research question, provide a statement regarding methodology and should provide a general statement about the results and the findings. Because it is really a summary of the entire research paper, it is often written last.

**Introduction**

The introduction begins by introducing the broad overall topic and providing basic background information. It then narrows down to the specific research question relating to this topic. It provides the purpose and focus for the rest of the paper and sets up the justification for the research.

**Literature Review**

The purpose of the literature review is to describe past important research and it relate it specifically to the research problem. It should be a synthesis of the previous literature and the new idea being researched. The review should examine the major theories related to the topic to date and their contributors. It should include all relevant findings from credible sources, such as academic books and peer-reviewed journal articles.

**Methods**

The methods section will describe the research design and methodology used to complete to the study. The general rule of thumb is that readers should be provided with enough detail to replicate the study.

**Results**

In this section, the results of the analysis are presented. How the results are presented will depend upon whether the research study was quantitative or qualitative in nature. This section should focus only on results that are directly related to the research or the problem. Graphs and tables should only be used when there is too much data to efficiently include it within the text. This section should present the results, but not discuss their significance.

**Discussion/Conclusion**

This section should be a discussion of the results and the implications on the field, as well as other fields. The hypothesis should be answered and validated by the interpretation of the results. This section should also discuss how the results relate to previous research mentioned in the literature review, any cautions about the findings, and potential for future research.

**References/Bibliography**

The research paper is not complete without the list of references. This section should be an alphabetized list of all the academic sources of information utilized in the paper. The format of the references will match the format and style used in the paper. Common formats include APA, MLA, Harvard and so forth.