

**Subject title:** Presentation Skills for Research Students

**Subject code:** ELC6001

**Credit value:** Nil

**Pre-requisites:** Nil

**Contact hours:** 26

### **Objectives**

This course aims to develop skills that research students need to present their research to an academic audience.

### **Learning Outcomes**

At the end of the course, students should be able to use the language and skills needed to

- plan, organise and deliver effective academic presentations;
- report and defend their research; and
- design effective PowerPoint slides;

### **Content**

<b>Sessions</b>	<b>Study areas</b>	<b>Language Focus</b>
1	- Course overview - Socialising and discussing research interests	- Socializing and discussing research interests - Self-evaluation of presentation skills
2	-Planning and delivering academic presentations	- Content and structure of academic presentations - Identifying and adopting strategies for effective presentations

3	- Visual aids, body language and signposting language	- Using visual aids and body language to deliver effective presentations - Identifying signposts in presentations - Using signposts for effective presentations
4	- Introduction	- Stating project aims and rationales - Starting a presentation
5	- Literature review	- Citing references
6	- Methodology	- Presenting methods and procedures
7	- Results and discussion	- Describing and discussing findings - Referring to graphics
8	- Conclusions - Q & A	- Summarising the research project - Inviting and responding to questions
9	-Poster presentations	- Identifying strategies for poster presentations - Presenting and discussing posters
10	Oral Defense	- Oral defense procedure - Preparing the presentation for the oral defense - Practising Q and A for the Oral defense
11-13	-Individual Presentations	- Practising skills of presentation - Feedback on presentations

## **Assessment: Oral Presentation**

Two options are available. The class teacher will decide on the option for his/her group.

### **Option A:**

This assessment will be conducted in Session 11-13. It is in the form of a group activity but your performance will be assessed individually.

For the assessment, you and your group members need to organise an international conference and deliver presentations at the conference. Each group should have 5-6 members and each member are to play three roles, which are:

1. An academic presenter: each member presents an academic paper (12 mins)
2. Audience: all members ask questions at the end of each presentation
3. A member of the organising committee: Since you are not only a presenter but also one of the organisers of the conference, you need to be responsible for one of the following tasks as well. Speeches for each of these tasks should last about one minute.
  - a. Delivering an opening speech (around 1 min)
  - b. Introducing speakers (introducing two speakers, around 30 seconds for each speaker); and
  - c. Delivering a closing speech (around 1 min)

### **Paper delivery**

Your main role is to present a paper at the conference. It is strongly recommended – but not mandatory – that you use PowerPoint for your presentation (unless, as with some departmental presentations, it is not expected).

### **Group work**

Your group needs to be well-organised. Each group should have a committee chair to ensure the smooth running of the conference, including the sequence and timing of the presentation. All presentations will be video-recorded.

### **Option B**

Students deliver an academic presentation (approximately 15 minutes for a presentation and 5 minutes for Q&A).

## Indicative references

### **Online Videos:**

- BBC Learning English. (2016). *News Report*. Retrieved from <http://www.bbc.co.uk/learningenglish/english/features/news-report>
- BBC Learning English. (2017). *Tim's pronunciation workshop*. Retrieved from <http://www.bbc.co.uk/learningenglish/english/features/pronunciation>
- cftebangalore. (2014, Sep 19). *Language for Presentations* [Video file]. Retrieved from <https://www.youtube.com/watch?v=eQtxd-93fTM>
- Duarte, N. (2011, November). *The secret structure of great talks* [Video file]. Retrieved from [https://www.ted.com/talks/nancy\\_duarte\\_the\\_secret\\_structure\\_of\\_great\\_talks](https://www.ted.com/talks/nancy_duarte_the_secret_structure_of_great_talks) (Transcript available.)
- PolyU ELC (2012, Aug 28). *What is an effective academic presentation?* [Video file]. Retrieved from <https://www.youtube.com/watch?v=Ze3IiHsHuIA&t=358s>
- Practical Psychology (2017, Jan 16). *How to give a great presentation: 7 presentation skills and tips to leave an impression* [Video file]. Retrieved from <https://www.youtube.com/watch?v=MnIPpUiTcRc>
- University of Melbourne (2015, Mar 11). *Academic skills: Presenting effectively Part 1 – 5 things you should know about presenting and organizing your talk* [Video file]. Retrieved from <https://www.youtube.com/watch?v=qFLL-XB56UU>
- University of Melbourne (2015, Mar 11). *Academic skills: Presenting effectively Part 2 – Engaging the audience* [Video file]. Retrieved from <https://www.youtube.com/watch?v=lo9xOV6WUqM>
- University of Melbourne (2015, Mar 11). *Academic skills: Presenting effectively Part 3 – Effective visuals and PowerPoint slides* [Video file]. Retrieved from <https://www.youtube.com/watch?v=O-D9fZN01yk>

## **Selected Websites**

- Dryden, A. (2013, April 20). *What you need to know about speaking at conferences*. Retrieved from <https://www.ashedryden.com/blog/what-you-need-to-know-about-speaking-at-conferences>
- English Language Centre. (2013). *Presentations*. Retrieved from <http://elc.polyu.edu.hk/cill/presentations/>
- Hayward, A. (2017). *9 Tips for presenting at an academic conference*. Retrieved from <https://www.editage.com/insights/9-tips-for-presenting-at-an-academic-conference>
- Johnson, C. D. (2007). *Rules for a better PhD dissertation and oral defense*. Retrieved from [http://cns-alumni.bu.edu/~djohnson/dissertation\\_rules.html](http://cns-alumni.bu.edu/~djohnson/dissertation_rules.html)
- Lakdawalla, E. (2018). *Speak your science: How to give a better conference talk*. Retrieved from <http://www.planetary.org/blogs/emily-lakdawalla/2018/0206-speak-your-science.html>
- OPTIMUS (2017). *OPTIMUS: Authentic academic presentations*. Retrieved from <http://optimus.hku.hk/home/>
- Orzel, C. (2015, Jun 26). Going to an academic conference? Here are some tips. *Forbes*. Retrieved from <https://www.forbes.com/sites/chadorzel/2015/06/26/going-to-an-academic-conference-here-are-some-tips/#16a4e57668a8>
- Shaw, C. (2013, May 10). Public speaking for academics – 10 tips. *The Guardian*. Retrieved from <https://www.theguardian.com/higher-education-network/2013/may/10/public-speaking-academics-10-tips>
- Shewchuk, J. (n.d.). *Giving an academic talk*. Retrieved from <https://people.eecs.berkeley.edu/~jrs/speaking.html>
- The University of Queensland. (n.d.). *The 3-Minute-Thesis Competition*. Retrieved from <https://threeminutethesis.uq.edu.au/home>
- The University of Hong Kong. (n.d.). *The 3-Minute-Thesis Competition*. Retrieved from <https://www.ke.hku.hk/hku3mt/index.php>

## **Books**

- Carter, M. (2013). *Designing science presentations: A visual guide to figures, papers, slides, posters, and more*. Amsterdam: Academic Press.
- Davis, M., Dunagan, K., Dunagan, M. (2012). *Scientific papers and presentations* (3rd ed.). London: Academic Press.
- Foote, A. (2016). *Oral exams: Preparing for and passing candidacy, qualifying, and graduate defenses*. London: Academic Press.
- Jay, A. & Jay, R. (2000). *Effective presentations*. London: Prentice Hall.
- Norback, J. S. (2013). *Oral communication excellence for engineers and scientists: Based on executive input*. San Rafael, Calif.: Morgan & Claypool.
- Reinhart, S. (2013). *Giving academic presentations* (2<sup>nd</sup> ed.). Ann Arbor, Michigan: University of Michigan Press.
- Rowe, N. (2017). *Academic and scientific poster presentation: A modern comprehensive guide*. Cham, Switzerland: Springer.
- Van Emden, J., & Becker, L. (2016). *Presentation skills for students* (3rd ed.). London: Palgrave.
- Wallwork, A. (2016). *English for presentations at international conferences* (2nd ed.). Cham, Switzerland: Springer.
- Wallwork, A. (2014). *Presentations, demos, and training sessions*.