

Effective Presentation Worksheet

5 elements of effective presentations

1. content: Think about (**the purpose**), (**the audience**), (**the situation**).

“WIFY: What is it for you?”

2. organization: (**introduction**) --- (**body**) --- (**conclusion**)

 大事!

3. delivery: { verbal aspects: 注意点は・・・ (**volume**), (**pace**), (**inflection**), (**clarity**)

{ non verbal aspects: 注意点は・・・(**facial expression**), (**posture**), (**gesture**),
(**eye- contact**)

4. visual: いろんな visual を使いましょう。「なぜ・なんのために・何を」を考えて、工夫を!

5. overall consistency: 全体としての「まとめ」を考えて



WPM

How many words do you speak per minutes? Most people have no idea. That's easy to verify. Just grab a book, read out loud for one minute, then stop the clock, and count the number of words. If you are two hundred, maybe that's a little bit too fast. If you are down to a hundred, you could get your public falling into sleep. The good average would be between 130 and 140 words per minute. Let's just take 130 as an example. 130 words per minute and your speech or your presentation lasts for one hour, so 60 times 130, that's already 7800 words, plus, your 65 slides. So you see, we are not making it easy for public to understand, we make it very very hard. So less is more. That's why you need to choose your words very carefully. I like to just quote an anecdote from Vaulter, a very famous French writer. At the end of the long letter to a friend, he wrote "I'm sorry this letter is so long. I didn't have time to make it short." Think about the number of words.

Words and phrases

Introduction

I would like to talk about…
We will propose you…
This presentation is about…
Today, I will focus on…

Overview

Let me show you how I would proceed today.
This is how I will explain XX today.
First, then, after that, finally…

Conclusion

To conclude/summarize…
Now let me wrap up.

Closing

Thank you very much for your time.
Lastly, I would like to thank all of you for taking time for my presentation today.

Question

while: 質問者の目を見る、あいづちを打つ、(メモをとる)
after: 質問内容を確認する、質問に回答する

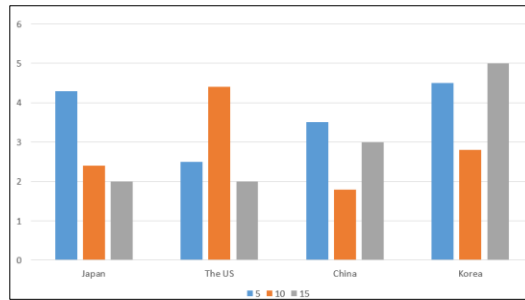
So, your questions is … . Is it correct?
You would like to know whether…, right?
Sorry, I don't quite understand your question. Could you repeat it for me please?
What do you mean by…?

References

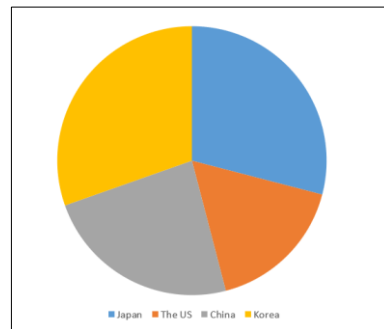
Harrington, D. and LeBeau, C. (2009). *Speaking of Speech*. Macmillan
JACET 関西支部教材開発研究会. (2004). *Power Presentation*. Sanshusha
安田 正, ジャック・ニクリン (1993). 日本人ビジネスマンのための英語ぶれ全セッションの技術. ジャパンタイムズ

Various graphs

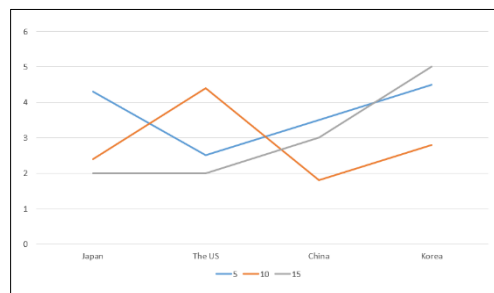
a. Vertical Bar Graph



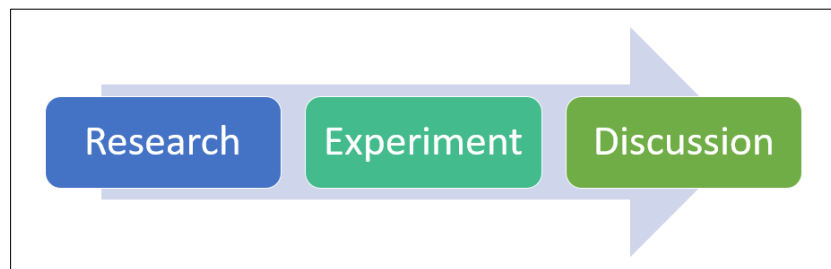
b. Pie Graph



c. Line Graph



d. Flow Chart



e. Bullet Chart

- Eye-contact
- Facial expression
- Gestures
- Posture

Phrases for explaining graphs

[Introduction]

This	diagram	shows	which car is faster.	
	map		where _____ is.	
	illustration		explains	why _____ is _____.
	pie graph		describes	who _____.
	photograph		illustrates	what _____.
picture		how to _____.		

[Explanation]

The	solid line	shows	e.g. products in Britain
	dotted line	stands for	car sales in Japan
	horizontal axis	represents	population by country
	vertical axis	depicts	individual income per month

[Making a Point]

Please notice that _____.	On the other hand, _____.
The key point is that _____.	In short, _____.
Please remember that _____.	

Example Usages:

- Please notice that this year's sales **are the lowest due to** the recession.
- The key point is that these new functions of the model **increase** the operation speed.
- On the other hand, the injury rate **is falling** drastically.
- Please remember that lung cancer **accounts for** 20 % of the causes of death.
- The fox population **is independent of** the bear population.
- The amount of the imported material has **remained constant**.
- An increase in the predator population **leads to** a decrease in the prey population.
- The depression **is followed by** a great increase in the number of the unemployed.
- The crime rate in the state is **twice as high as** the states in the neighborhood.
- **The greatest drop in** birth rate **came** between 199X and 200X.
- The injury rate in the sport has **decreased by 2.0**.
- The number of donors has **increased by more than 3000** this year.

How to explain the graph

1. Introduce the graph to the audience.

→ What kind of graph is it? Why are you showing the graph?

2. Explain the graph.

→ What does the graph show? What are on the chart?

3. Emphasize

→ Explain what is important on the graph. Tell the audience what to pay attention to.

Harrington & LeBeau (2009) Speaking of Speech より