

English Presentation and Discussion

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How to make great outline (개요) of the presentation?

1 *How to make impressive **Introduction** (소개)?*

2 *How to make **Main Body** (함유량) of the presentation?*

3 *What should be the **Conclusion**?*

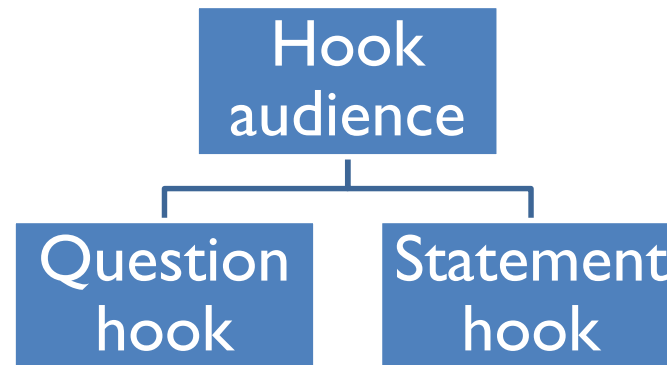
4 *What is **Transitions**?*

Outline of the presentation

- A well-made outline makes presentation simpler and easy to remember
- How to make a great outline of the presentation?
 - Introduction
 - Main points
 - Conclusion
 - Transitions



- First impression is the last impression! (so better make it interesting)
- First minute of the presentation is very important to grab the audience attention
- Simple greeting like “ Good afternoon” “Thank you for being here” are not much interesting
- Hook audience by asking interesting question or by surprising statements



- Tell a story
 - Always try to relate with audience
 - Everybody has struggled, failed or succeeded at something.
 - Always tell failure and then tell how you overcome it. It will inspire so many in audience.

- Main body of the presentation important.
- This is part where you explain main data of your presentation.
- Brainstorm messages to support your argument.

Example

Message: Social networking sites cause more harm than good.

1. Internet addiction
2. Waste of time
3. Loss of social skills

- Always present your strongest argument or point at start.
- Never keep it at end.

- Transitions

- How you move from one point to another is important.
- Always use transition words **to connect the ideas.**
- For example:

- Firstly, secondly,...
- On the other hand
- In addition
- Furthermore
- In contrast
- Therefore

Example

If you want to decrease study time by 20%, you need to follow my next strategy.

- Promise transitions
- When you use it, you make promise to audience that something good is coming in next slides.
- So when audience keeps on listening, they will get some new information.

- Create a conclusion clue
 - It is the word which tells that your presentation is almost finished.
 - For example:
 - “In the end”, “Overall”, “To conclude,” “In the end”, “In summation”
 - Conclusion clues are easy to add and help your presentation flow smoothly.
- Restate your message
 - Why? Because you want your audience to remember that message.
 - That message will remain long after the presentation. So, emphasize the message again.

Challenge
the audience

Focus on
future

Example

Message: It is important to take breaks during long study times.

Challenge: many people here think study break is waste. But, study shows that if you take study breaks your efficiency, concentration and productivity increases.

Example

Message: Exercise should be given equal importance as studies.

Future focus: Always healthy people are more active and in future productivity will increase only if more healthy people are working in any organization.

- End with punch!
 - Booked punch

Example

Message: Saving water is great way to help the environment.

Booked punch: “If you just save one liter of water everyday, imagine how we all make big difference.”

- Repeat punch

Example

Message: Learning English can be interesting.

Booked punch: “English learning is fun. English leaning is..... (all say) fun.”

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Can we successfully
present in English,
in spite of
challenges of English presentation and
our limited English proficiency?

What is your answer?



Thank You