Technical Reading & Writing

How to Present Technical English
A Lecture for Master Course

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How to Present Technical English

To present technical papers, we have to consider the following items:

- **Effective Communication:** **What, How**
  - **What you say is most important, but**
  - **How you say it is also important.**
- **What:** **A well-written paper (or slides).**
- **How:** **Effective Presentation.**

How to Present Technical English (Cont.) Some Advices

▪ **Here is some advice to help your presentation methods:**

1) Speak slowly and loudly enough for the farthest member of your audience to hear you.

2) Use eye contact, and shift eye contact to many members of the audience slowly.

How to Present Technical English (Cont.) Some Advices

3- Do not read your paper.

Note cards are permitted.

Read quickly to yourself.

Talk about the topic from your memory.

Pause between cards (slides or topics).

Continue to talk about next topic.

How to Present Technical English (Cont.) Some Advices

4) Use many graphical modes (maps, charts, tables, figures, photographs, diagrams, etc.) related to your talking topic.

5) Make these graphics as simple to understand as possible.

Too much information on a graphic is worse than too little.

How to Present Technical English (Cont.) Some Advices

6) Be sure the graphics are readable from the back of the area in which your audience is sitting.

Invite the audience to move to available seats up front.

7) Keep your presentation terminology as simple as possible.

How to Present Technical English (Cont.) Some Advices

8) Practice ahead of time to be sure you are ready. If possible, have a friend review a practice presentation.

9) Prepare a brief summary of your paper and include copies of the graphics you will be using in your presentation.

How to Present Technical English (Cont.) Some Advices

10) Be organized. Present the concepts of your paper in a logical fashion.

Part of this logical fashion is to arrange the simple ideas first, followed by the more complex ones.

The time order is the start to the finish.

How to Present Technical English (Cont.) Some Advices

11) Know how much time you have been allocated for delivery of your presentation, and stick with those limits.

Your practice sessions will help you prepare to stay within the limits of your delivery time.

How to Present Technical English (Cont.) Some Advices

12) Be aware of the environment for your presentation.

Will it be to a **large** group **or small** group? Will it be at a **table** in a room full of similar tables?

Will it be in a **lecture room** or conference room?

How to Present Technical English (Cont.) Some Advices

13) Always test equipment before you begin. Does the microphone work?

How about the projector? This is especially important for computer demonstrations.

There is nothing worse than to have your system misbehave or "crash" during your delivery of the report.

How to Present Technical English (Cont.) Some Advices

14) State the purpose of your paper at the beginning.

Present a brief summary of the important concepts in the order you will present them.

You are simply following the normal structure of a good technical report.

How to Present Technical English (Cont.) Some Advices

▪ Sample of opening: "Greetings, fellow engineers, Ladies and gentlemen.

▪ My name is ...... (your full name) ...... , and I am employed by....... (your company or college) .... as a .... (your job title) ....

▪ My topic today is ...... (opening summary) ...... "

How to Present Technical English (Cont.) Some Advices

- **Sample of closing: "In closing, I would like to briefly summarize the major points of my talk. They are .... (closing summary) ....**

- **At this time I would like to thank you for your attention.**

- **Are there any questions?"**

How to Present Technical English (Cont.) Some Advices

The basic advice for answering a question is:

a.) Pause to form your answer.

b.) Be brief and direct.

c.) Say "I don't know" if that is the situation.

d.) Ask for a re-statement of the question if you do not understand it.

How to Present Technical English (Cont.) Some Advices

For example, you might say:

"I'm sorry, but I don't quite understand your question.

Would you please help me by asking it in a different way?"

Or, you can repeat the question, making sure that you are answering to the right question.

How to Present Technical English

End of Part (3)

Thank you