

2010/11/4

Original

Structure of Presentation

Greeting and self introduction

(1min)

Introduction

(3 min)

- Topic
- Background
- Objectives

- subsection 1
- subsection 2

Body

(4 min)

- Theory / Methodology
- Experiment / Simulation
- Result

- subsection 1
- subsection 2
- subsection 3

Conclusion

(2 min)

- Conclusion
- Discussion

- subsection 1
- subsection 2

Final greeting

(2 min)

Course Title : Technical English Seminar : Thursday 3th period

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Objectives of the course

The purpose of this course is to learn how to make an effective presentation in English; especially the course is designed to enable students to prepare for their final presentation in class of week 15. Since international academic collaboration is widely spread in recent years, the ability to present a thesis not only in Japanese but also in English has become so important. In each class, students are required to demonstrate assigned subject matter by giving presentations in English. We believe that this course will prove useful basic skills for the ongoing students' graduation thesis presentations.

Course plan

Course plan will be explained in each class and subject to change depending on students' progress condition.

Homework

Homework assignment is explained and given to the students in each class.

Course Grade

Students will be evaluated based on attendance, homework assignments, and final presentation.

- Attendance 10%
- Homework 50%
- Final presentation 40%

Assignment 1

- Make two slides including 1)title of your presentation, your name and affiliation and 2) summary of your presentation. Prepare for presenting your slides. You must be ready to explain your key words in English.
- Your title and summary of the graduation thesis have to be written on A4 paper and submitted to the instructors.

Class 2

➤ **Greeting and self introduction**

Good morning / Good afternoon.

My name is _____.

I'm a member of _____ laboratory, the department of information engineering

The title of my presentation / speech is _____

My presentation $\left(\begin{array}{c} \text{contains} \\ \text{is divided into} \\ \text{includes} \\ \text{has} \end{array} \right)$ _____ points / sections / parts.

First, $\left(\begin{array}{c} \text{talk about} \\ \text{explain} \\ \text{examine} \\ \text{look at} \\ \text{analyze} \\ \text{describe} \\ \text{show} \\ \text{demonstrate} \end{array} \right)$
 Second,
 Then,
 In addition, I will
 Next,
 Finally,

➤ **Final greeting**

Thank you very much for listening to my speech
your attention to my speech.

Assignment1

Complete your outline for the graduation thesis presentation by using the model structure in an accompanying sheet. When you think about your outline, please divide your assigned time for presentation (10 min) into introduction, body, conclusion, and further into subsections such as topic, background... etc.

You are required to demonstrate an overview of your presentation using slides.

Please submit your presentation structure on A4 paper to kaori and Prof. Asharif.

Assignment2

Please submit the summary of your graduation thesis written in Japanese, explaining the main points as easy as possible to let me understand your presentation. Please include the outline mentioned above.

Writing

Writing style / Presentation style

◆ Speech

In a presentation, the speaker uses "I" and "you" in order to address the audience directly. The speaker also explains the structure of the presentation very clearly both at the beginning of the speech and when moving from one section to the next. This is because the audience has only one chance to understand what is being said.

I am going to tell you why Japanese workers should be allowed to take their vacations at different times of the year. I will cover three points. First, I will talk about the number of people travelling by car. Second, I will tell you about the expense of travel. Finally, I will discuss the crowds at sightseeing places. First, when a large number of people travel by car at the same time, there are always heavy traffic jams on most major highways. Lines of cars sometimes get as long as fifty kilometers during the popular vacation times, such as the Obon period and the New Year season. I have talked about the number of people. Next, I will cover the expense of travel. It is expensive to reserve a seat on a train during the vacation seasons. JR places a surcharge on train tickets for these times. Moreover, they do not allow passengers to use any discount coupons, either. I have covered the expense of travel. Now, how about the sightseeing spots? Most sightseeing spots get hopelessly crowded during the vacation seasons. No one enjoys being at major tourist attractions when they are overwhelmingly packed with people on vacation. If people were able to take their vacations at different times of the year, everyone could have a good time. In conclusion, Japanese workers should not all go on their vacation at the same time.

Appropriate in public speaking, but not in academic writing

Class 3

2010/11/11

➤ Greeting and self introduction (1min)

Introduction (3min)

topic
background (specific problems in early studies)
objectives

Body (5min)

theory / methodology
experiment (simulation)
result

Conclusion (1min)

conclusion / discussion

➤ Final greeting

Speech Checklist

Body language

- Posture →
- Voice Control →
- Eye Contact →
- Gestures →

Structure

- Greeting and self-introduction
- Presentation: Introduction Body Conclusion
- Final Greetings

Assignment1

Please submit the summary of your graduation thesis written in Japanese, explaining the main points as easy as possible to let me understand your graduation thesis. Please include the outline mentioned above.

Assignment2

Your assignment is to prepare a demonstration speech showing your audience how to do something. You may choose the topic related to your graduation thesis. You could explain the experimental or methodological process of your thesis. Or you can choose an easier topic such as how to cook, how to play baseball, or how to do origami, etc. Don't spend lots of time. I want you to spend only 1 to 2 hours to prepare for the assignment. Remember the class is just to let you practice speaking assigned subject matter in English.

Your presentation has to include

The first step is

The second step is

The third step is

Finally, the last step is

(5)