

Giving direction to your presentation: STRUCTURE

1. Below are some examples of structures you can use for presentations. Match them with their descriptions:

(Three are done for you!)

- a. State the topic; talk about it; recap it.
- b. *Wh-* Questions
- c. Mnemonics *
- d. P.R.E.P.
- e. Now > Future Dreams > How ?!
- f. S.T.A.R.R.
- g. Chronological
- h. 4Ps (position, problem, possibilities, proposal)

- c Use the letters of a relevant word as an acronym to give structure to your talk, and make it more memorable
- _____ Use for listing the overview of an event, reporting on an activity, or giving a sequence of steps / instructions
- _____ First make your **Point**. Then give your **Reason** for this. Add an **Example**, and finally restate the main issue of your talk.
- _____ State the current situation, where the problem lies, what possible solutions there might be, and which you think would work best.
- a Introduce your topic to the audience. Say what you want to say. Finally remind them of the main point of your talk.
- b Use a series of (*wh-*) questions (3 – 4) on which to base the key points you want to make.
- _____ Define the **Situation**; describe your **Task**; explain the **Action** you took; show your **Results**; offer **Recommendations** (for reporting on activities / recommendations following a task)
- _____ Describe the current situation; go on to talk about an ideal scenario; finally, outline a proposed procedure for achieving your target situation.

2. What topics do you / your students give presentations on? Add an idea or two below:


.....
.....

3. Now choose TWO of the presentation topics below. What structure(s) could / would be appropriate for each type?

(NB: Structures a., b. & c. can be used for any presentation; if you choose these, decide for b., which Wh-questions, or for c., what word / mnemonic* to use!)

- 1) Showing a group of visitors around Gdańsk _g_,_i_ _
- 2) Introducing a plenary speaker at IATEFL UK, 2023 _____
- 3) Showing s.o. how to use their phone to work their ppt slides _____
- 4) Reporting back on the conference to colleagues next week _____
- 5) Asking your boss for €€ to attend IATEFL UK in 2023 _____
- 6) Persuading a friend to miss the Sunday morning plenary (Leo Selivan's!) to go and see the sites of Gdańsk _____
- 7) [*your idea:*] _____
- 8) [*your idea:*] _____

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* **Mnemonic:** e.g. a word used as an acronym to aid memory, e.g. S.M.A.R.T. objectives are **S**pecific, **M**easureable, **A**greed, **R**ealistic and **T**ime-bound.

PRESENTATIONS: 7 TOP TIPS

The confidence to stand up and talk!

RACHEL APPLEBY, BESIG GDAŃSK, 2022



1. TOPIC: "a good idea"

Give the talk an angle; this helps choose a structure later, e.g.

- "My research into SEN education"
 - > **Primary education: friendships**
 - > **Involving ALL learners**
- "Sustainable cities"
 - > **A winning, sustainable restaurant**
 - > **Trees, bike lanes, ...**
- "A conference I recently attended"
- "The perfect job"
-

(Use **mind maps** to broaden the topic, and **focusing circles*** to narrow it down.)



2. Get your audience's attention:



a. "Did you know ...?"

d. A joke (!)



b. "Hands up who ..."

e.



c. A relevant anecdote

f.



3. Provide a take-away:



a. "WIIFY"

b. Change .. knowledge » attitude » behavior

"By the end, you ..."



4. Structure your content (see over)



a. ABCD =

b. Structures



5. Involve your audience ("You")



a. Questions, e.g.



b. Ask / Tell / Discuss with the person next to you / behind you ... (1')



c.



d.



e.



6. Make a strong start:

ABCD



SSS



Soundscripting (mark pauses / & stressed words; font .16)



7. Finish confidently



(PS: Did you find the mnemonic in the above?)

SATISFY

* Focusing Circles (Julian Edge, 1992, *Cooperative Development*, Longman)

A **technique to narrow your topic focus** by drawing a small circle at the center (inside) of a larger one. The topic is written in the small circle and the larger one is divided into 4 segments. In each segment you write a sub-aspect of the topic. One of these 4 segments then becomes the centre of the next circle, and so on.

