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 **P**oint. Then give your **R**eason for this. Add an **E**xample, 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 <u>you</u> / <u>your students</u> give presentations on? Add an idea or two below:

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

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

- 1) Showing a group of visitors around Hamburg _ g_,_i _
- 2) Introducing a plenary speaker at a local conference _____
- 3) Reporting back on the conference to colleagues next week _____
- 4) Showing s.o. how to use their phone to work their ppt slides _____
- 5) Asking your boss for €€ to attend IATEFL UK in 2024 _____
- 6) Trying to persuade a friend to go & see a film with you _____
- 8) [your idea:]

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* Mnemonic: a word used as an acronym to aid memory, e.g. S.M.A.R.T. objectives are Specific, Measureable, Agreed, Realistic and Time-bound.

PRESENTATIONS: 7 TOP TIPS The confidence to stand up and talk!

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	 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,		YOU:
			TOPIC:
			ANGLE:
	(Use mind maps to broaden & focus circles * to narrow it down.)		
	 Get your audience's attention a. 'Did you know b. "Hands up whow c. A relevant and 	w?" d. A joke (!) ho" e	Getting ATTENTION:
	 3. Provide a take-away: a. "WIIFY" (= m b. Change (KAB) c. "By the end, 	: <u>k</u> nowledge » <u>a</u> ttitude » <u>b</u> ehavior	<i>The BENEFIT / TAKEAWAY:</i> Aim1 (me) Aim 2(you) Change:
	 4. Structure your content (a. (ABCD =) b. Structures 	(see over)	STRUCTURE:
	 Involve your audience (a. Questions, e. b. Ask / Tell / Di c. d. e. 	-	INVOLVEMENT:
	6. Make a strong start:	5. Make a strong start: SSS Soundscripting (mark pauses / & stressed <u>words</u> ; font .16) ABCD	
	7. Finish confidently		55
	(PS: Did you find the mnemonic ir	n 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 <u>next</u> circle, and so on.