

# Technical Presentation

**Course Description and Objectives**:

This course will help students deliver technical presentations for seminars and conferences. We will cover such topics as preparing for a presentation, connecting with the audience, using visuals, body language and how to manage Q & A sessions. The students will give three presentations throughout the course, which include a process presentation, a technical presentation, and a presentation on a topic of their choice.

**Course Requirements**

1) Attendance

* Arrive to class on time. Missing a portion of class (being late or leaving early) 3 times equals one absence.

2) Participation

* Participate in class. Coming and observing will not help your English skills improve. You must ask questions, express your opinions and partake in discussions.
* You must attend class regularly and must complete all presentations.

3) Cell phones

* Turn off your cell phones (including vibrator tone) before coming to class and cell phones must not visibly be seen (no text messaging in class).

4) Language

* Use English at all times in class.

**Modules:**

1. **Body Language (2-3 hours)**

Body language is one of the most important aspects of communication but many people are not aware of the messages that their body is sending during presentations. In this module, students will think about what body language is and break it down to simple ideas. Students will also be given a chance to analyze a sample presentation and their own body language.

1. **Audience** & **Organization (3 hours)**

When preparing for presentations, many often include details of the content but often forget to consider the audience and organization. This module helps students think about importance of understanding who the audience is and organizing the presentation in order to facilitate a better presentation that is audience focused.

1. **(a) Using Visuals & Slide Organization (2 hours)**

While putting together visuals for presentations, presenters often use visuals to help themselves remember rather than organizing visuals to help the audience understand the message. While this approach may be helpful to the presenter, it does not necessarily aid the audience. This module helps students rethink how to organize their slides to make the visual aspects more audience focused.

**(b) Graphs & Figures (2 hours)**

This is a continuation of visual aspects of presentation. For those who are interested in presenting graphs and figures, this module will aid in discussing different types of graphs and trends within those graphs.

1. **Intonation & Stress (2 hours)**

Presenters focus on content but often do not know how to improve their delivery skills. In this module, students will take a closer look at common pronunciation errors made by Koreans, have a chance to practice basic intonation, and work on manipulating stress in sentences.

1. **Handling Q&A sessions (2 hours)**

Question and Answer sessions after presentations are often a source of anxiety for students. The process of answering questions is broken in to simple steps and students get to practice answer questions using the learned process. In addition, observing students will be able to practice asking questions.

1. **Dealing with disasters (2-3 hours)**

Often unexpected events occur during presentations leaving the presenter surprised and not knowing how to deal with the situation. Here, students are given a chance to explore these types of events and practice dealing with them.

1. **Mingling at conferences (2 hours)**

An important of aspect of attending conferences is to network and meet other researchers from different institutions. In order to do this, attendees must mingle with and make small talk with others. However, this skill is often lacking and attendees do not always know how to initiate conversation in English. In this module, students will discuss importance of and components of small talk and will be given a chance to practice this skill.