


Language and Expression

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Academic Presentation Skills
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A stylized silhouette of a mountain range in shades of teal, located at the bottom right of the slide.

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1. A Talk \neq A Paper



A Talk vs. a Paper: *Sentence Length*

All nations are now witnessing a rapid progress in internationalization and globalization brought about by liberalization of economic systems, progress in telecommunication and transportation, and mobility of capital across national borders.

- ◆ Break up what you can't say in one breath.

A Talk vs. a Paper: Vocabulary

It is advisable for the investor to purchase stocks when their prices are depressed and to sell them at the top of the market.

- ◆ Go easy on the big words.
- ◆ Replace jargon.


A Talk vs. a Paper: Content

Regional autonomy has created opportunities for local governments to take initiative and be creative in improving public service delivery.

Enrollment rate in primary education has increased by 23%.

✓ Prefer facts to abstract ideas.

How to Turn a Paper Into a Talk

1. Eliminate non-essentials
 2. Rearrange ideas
 3. Shorten long sentences
 4. Replace difficult words
 5. Connect ideas
 6. Repeat several times!
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- A decorative silhouette of a mountain range in a darker shade of teal, located in the bottom right corner of the slide.

2. Flow – Make it so.



Internal Transitions (1)

◆ Refer to flow structure

- Track the points
- Refer back to problem

◆ Use interim summaries

- Now that you've seen..., I'm sure you'd like to know... Let me tell you... / Let's look at...

Internal Transitions (2)

- ◆ Refer to earlier ideas
 - Earlier, you saw.../ As you recall... / As mentioned earlier, ...
- ◆ Ask a question
 - What does this mean?
- ◆ Summarize
 - As you have seen...

Linking Phrases: *Lemme*

- ◆ Let me explain.
- ◆ Let me add one more thing.
- ◆ Let me backtrack here.
- ◆ Let me rephrase this.
- ◆ Let me just mention one exception.
- ◆ Let me see if I can give you an example.
- ◆ Note: **Allow** me **to** explain.

3. Confidence



Projecting Confidence

- ◆ Eliminate uncertainty

I believe → I am confident that

I feel → I expect

- ◆ Use the Active Voice

Mistakes were made → We made mistakes

Progress is being made →

→ We're making progress

4. Particular Phrases



Closing

- ◆ So, that's all I have to say.
- ◆ That's the end of my speech. Thank you for listening.
- ◆ I will now finish my speech. I'm sorry for my poor English.

In summary, [summarize]. You can now see how/why [main point]....

Problematic Phrases

- ◆ I'll tell you very quickly...
- ◆ I'm sorry for my poor English...
- ◆ I'm running out of time...
- ◆ If you could read this slide...
- ◆ This is a busy slide...
- ◆ This isn't my slide...
- ◆ Disregard this slide...

Q & A

At this time I'd like to
answer any questions you
have.

Thank you!

Thank you
for your kind attention.