

English Presentation Tips for Students

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Reviewing ASEP2020

Preface

We have been hosting international English presentation events, collaborated with the Education Ministry. World Youth Meetings or international partnerships such as the Asia Student Exchange Program are well known in the Asian region.

Judging from the studies of about 300 presentations conducted by high school and university students over the past 22 years, we can clarify what makes a good presentation and how to make it better.

I would like to answer questions from many students who are supposed to join the event soon.

1. What kind of competencies are gained in English presentations?

1-1 ICT utilization

First of all, the ability to use ICT is a big advantage. When we try to make a presentation with students from other countries, we use LINE or ZOOM; while using software such as PPT to create files. In addition to these competencies, students acquire practical knowledge regarding ICT that include image processing and slide design, which are necessary for communication design. Appropriate use of media and practical utilization are acquired.

1-2 Communication skills in English

It's not just English skills. When working together, there will always be conflicting occasions and disagreements. You will be able to resolve them to achieve your goals and

gain international collaboration skills.

You will have specific communication skills that deepen with students who have different cultures, rather than English words or grammatical issues.

It is the ability to adjust internationally to solve the problem and overcome it to achieve your goals.

1-3 Awareness as a global human resource

Discussions and debates are a little different from Model United Nations. Through your work, you will gain international empathy and friendship.

Together we can foster a sense of responsibility for the future of the Asian region in which we are growing up and the enthusiasm to contribute to its democracy. In other words, a sense of global human resource.

1-4 The power to broaden your future career

What kind of job will you take ten years from now? Will you be anchoring a news program, or be a manager of an international NGO?

You may be an educator who practices international education. ICT brings the world closer and closer.

Globalization is accelerating, and your ability to work in English is sure to place you in a great place to stabilize democracy and foster world peace.

2. What is a good presentation?

In a nutshell, it's "leaving a core message"

It is the proof that your presentation was successful if you can find the audience reflecting on your presentation and ruminating over your core message; saying: "This is what that presenter wanted to share with me."

Sometimes presenters misunderstand themselves while thinking: "I'm happy I didn't make any mistakes today." But the success or failure is not relied on how many mistakes you made. That is irrelevant to the result of your presentation.

Look at this example: <https://youtu.be/DKGnI4XclhI>. This is a presentation conducted by a Cambodian student who worked with Japanese students at WYM. The core message of her presentation was: "Cambodia is a poor country, but it is full of young power. It will

grow steadily with the success of education.”

To that end, she used and implied the current state of the workforce, and the current situation in comparison to Japan.

3 どうしたらすらすらとしゃべれますか？

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3. How do I do the presentation steadily and full of conviction?

****Examples of Fukui Commercial High School: https://youtu.be/XgZ_LUzubTo**

3-1 Absolutely use spoken language

In this shortened and edited video clip, you can learn a lot from this study.

Priority of their presentation is audience consciousness: the audience could easily listen, understand, and come to think about the key message.

She is presenting smoothly and loudly. And when it comes to her script, the script has the following elements:

- a. Short enough to cover the point
- b. Based on KISS: keep it simple and short
- c. Rhythmical sentences

These three elements are to be possessed.

3-2 Become used to public speaking

Cambodian students are very good at presentation. Especially the students in teacher training college are excellent. Because they have a very long teaching internship; first year: 6 weeks, second year: 8 weeks. They have a lot of experience speaking in front of pupils. Again, since they have six weeks of teaching practice in the first year and eight weeks in the second year, this gives them the opportunity to master how to deliver messages to a certain number – such as 20 or 40 people. They get “speech training.”

The point is to practice delivering in a louder voice, with short, easy to say, understandable sentences.

3-3 The body is an instrument

Please consider speaking in both English and your native language, in a louder even voice that can be heard far and wide.

People who do not have experience in speaking openly even in their native language,

cannot make an English presentation. Such people should first practice delivering the one or two-minute presentation in front of a few friends, in their native language. Unless they can speak in Japanese and Chinese with confidence, they will not be able to make an impactful presentation.

3-4 Change your position

The previous example illustrated that you might want to change your standing position.

Incorporate a movement that slightly changes your standing position. Start in the center, and then move to the right.

This changes the mood dramatically. Audience eyes follow you – the presenter – and focus on what you are conveying.

Sometimes a little pause before a keyword is also effective to catch attention. Such a move is called a “chapter talk” or an “intensive talk”.

Break the presentation into short segments to facilitate the listener’s attention.

4 文字がいいのか、写真がいいのか？

4. Visual first. Do you prefer text or pictures?

Pictures are good. Pictures intuitively convey what you want to say. Your audience grasps the content beyond the words.

When giving an English presentation in Asia, there are differences in the English language skills of the audience. And if you make your visual sheet filled with words, your audience starts reading; avoiding listening to your presentation.

Your presentation is not the time for reading. Your talk is the center pillar of the

presentation.

You should pay attention to clear diagrams and short explanations rather than words.

5 ファイル作りと話す練習どちらが大切ですか？

5. Which is more important, file making or speaking practice?

5-1 Speaking practice

Your audience will use PPT slides on the screen as a supplementary tool to help them understand what you want to share. Above all, what you want to do most is to share the core message. While doing presentation, speaking slowly and occasional pauses are effective.

Power of speech is a central issue of your preparation; if you have a ten-hour preparation period, use 50 percent of your time for file making and 50 percent for speaking practice.

5-2 Video shooting

You cannot remotely see yourself. So, take a video of yourself with a cellphone or a video camera.

The video may be awful at first, but with the passing of time and practice, your posture will be properly corrected. Presentation practice also corrects the way you interact and speak to people on a daily basis.

Take this opportunity to learn how to speak and stand for better communication.

6 どれくらいのスピードで話しますか？

6. Speech speed (delivery rate)

It is said a person uses about 100-130 words, with an effective pause and a “facial expression”, when doing a presentation in English. Since it is not a recitation contest, keep at a rate of 120 words as a guide.

It would be better to speak the whole presentation slowly. If you pay attention to speaking the keywords vividly, sometimes powerfully, your audience will understand what you

want to share.

Very crucial sentences should be used repeatedly, aiming to stir the interest of the audience.

7. How to make a presentation file

7-1 Visual first

Visual presentation files intuitively convey what you mean.

You've enjoyed a lot of presentations so far; and I guess you've made a lot. Studying from the impressive presentations: do you prefer a sheet full of text or a sheet with photos or figures?

Probably the answer was the visual one.

7-2 Easy and effective way to make the presentation

This is an explanation of how to make an 8-minute presentation. First, decide on the core message, which is only 1-3 sentences long or under 30 seconds when spoken. This is the last message that you want to leave to the audience.

Collect three topics with related photos, then make a story.

Let's talk about the first topic. By using two pictures you should be able to figure out this topic.

The following is the procedure to complete the presentation:

1. Determine the core message
2. Set up three topics
3. Line up topics and related photos
4. Figure out the story

Case study

Title: SNS That Enriches Your Life

Core message: A big advantage of SNS, with a little attention, is that it energizes and

enriches your daily life; but there are also rules to use.

Topic 1 – Familiar with and fun of SNS

Topic 2 – Sometimes dangerous!

Topic 3 – Education and SNS

Topic 4 – The future of SNS

8 時々真っ白になるのですが

8. If you went blank! Suddenly, you forgot everything!

Anyone can experience this. But never let the audience know. When you say: “I am sorry”, it means you report: “I have failed”.

In such a case, please look at the slide and try to start talking about the content on the sheet. Say: “this shows ----”, or say: “the point is ----”, for two or three sentences and move on to next slide. Don’t forget your goal is: the only thing you have to do is leave the core message with the audience.

Example: How should we make a presentation file?

I will use SNS because it enriches my life; but I need to be careful. Check for dangerous cases.

1. How should we create an effective file?
2. Create a story.
3. Make a core message.
4. Collect photos.

5. Line up along with the story.

Example:

Theme

Topic 1 身近な楽しい SNS

Topic 2 危ない！

Topic 3 Wonderful

Topic 4 My rule to enjoy that

Example: How should we use SNS?

Core message: I will use SNS because it enriches my life; but I need to be careful. Check the rules to use.

Topic 1 – Familiar and fun SNS

Topic 2 – Dangerous!

Topic 3 – Wonderful

Topic 4 – My rule to enjoy SNS

9 あなたの意見が重要

9. Your own opinion should be responsible enough.

A presentation looks good when including interesting photos, video clips, and so on; but boring, why?

Presentations should include your own opinions. Presentations require confidence and responsibility that show new direction. The audience may want to learn something new from your talk. Choosing your presentation has value enough, arousing emotion in your audience has a greater value.

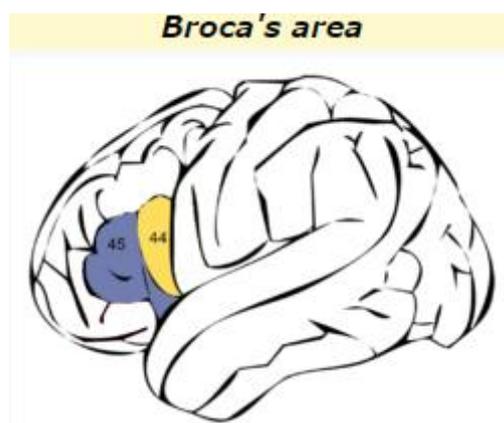
If your presentation delivers the results of a Google searches, it would not be interesting, even if you use impactful images. Why? Hundreds of presenters would deliver the same thing after doing the same kind of searches on Google. An audience doesn't need to come to listen your presentation.

A typical superficial presentation is boring no matter how wonderful the included

photos are. The point is: the presentation should be embedded with your own opinions.

10 どうしたら覚えることができますか。

10. How do I memorize the script?



10-1 It is crucial to say the phrase repeatedly

Some students wonder how they can memorize the English script for the presentation. The answer is simple, practice it over and over again. Pronounce the same phrases repeatedly. As examples: “Frankly speaking...”, “the more, the better”, and other simple sentences you already know. If you keep letting your brain hear it, your brain will think it is important information and memorize it.

The function is in the Broca's area of the brain. It remembers the sound of the mouth and the way you breathe in and out, as one set.

There is a song called “Head Shoulder Knees and Toes”. The brain remembers not only the words, but also the movements and mouth shapes. I think “Yes, you can” is another phrase that comes out of one’s mouth. You've probably heard it a lot and have said it many times before.

10-2 Have you ever forgotten your name?

No, you haven't. How many times have you been called by and have said your name?

From 5 to 7 words are a magical number, and are considered an easy sentence length to remember. When you repeat a sentence, your brain thinks it is important information and stores it in the hippocampus area; an area where long-term memories can be retrieved

at any time.

Just say it out loud. You had better decide to complete spoken language script like a normal conversation and practice speaking it as many times as possible.

11. Which is better, a simple presentation or a detailed one?

I deliver the presentation in a louder voice but the audience looks bored.

You should speak to the audience not with the aim to read the script in a louder voice.

The point is to get the audience's attention.

You should not give a monotonous presentation.

The presenter should harness the audience's attention and guide them to the goal of the presentation.

Keep track of the presentation and let the audience know what you are trying to imply.

Would you prefer a detailed presentation or a simple presentation?

A simple presentation is good. One characteristic of the presentation is {KISS}, which means: "Keep It Simple and Smart".

Simple is a crucial keyword. You can't convey a lot in just a 7 or 10-minute presentation. One core message is enough to leave with the audience. Elaborative explanations can lead to boredom and monotony.

If the audience is moved by your presentation, they will be triggered to broaden their outlook while reflecting on the key message of your presentation. Afterward, the audience will think for themselves. Your presentation should provide that opportunity.

When one tries to convey a lot of information, one starts to talk too fast and lose the topic in the middle of their presentation.

A simple action-promoting presentation that induces new behavior full of insights, is the

goal of your presentation.

7. Opening is important! How do you start the presentation?

Even if one student decided to start his/her presentation in a louder voice than usual, as a result, he/she usually failed to do it the way intended due to a tense atmosphere.

Later, if they looked back upon their presentation, they would find their voice was just weak toned, not suitable for presentation.

Students normally fail at the starting point of a presentation. This leads them to more uncomfortable situations.

You had better keep this phrase in your mind: “I have a good idea. I'm going to share this one with the audience. They should bring back this idea and change their lives. I have to practice in advance in order to begin with a louder voice.”

Making a presentation is the best way to communicate.

Keep fighting confidently and pay attention when you start.