Efficient Oral Presentations

Practical Course

Online and/or In-person Course

(we adapt to your needs)

Course description

Slide presentations are now the most common way of getting our work and ideas across to an audience. Despite their widespread usage, however, it is surprising how ill-prepared and inefficient most of us are in communicating our message.

Consciously or not, **we all transmit a message**, but when we have to back up a discussion with a slide presentation, **we need to be aware of all the different factors involved in communicating**: the idea we want to transmit; the best language for the target audience; the available time; the design of the slides; our own image, etc.

It all seems so obvious and we all think we're up to the task. Yet somehow, **the reality is that we've all had to sit through boring, confusing presentations, that run over time and don't get the intended message across**. In a word: ineffective.

The aim of this course is to allow participants to get to know and practice the languages that make up communication, to structure a presentation, to prepare the slides properly and to interact with the public in a way that gets across the message they want to convey. Students will also learn how to improve the way they communicate in English, with tips on improving their pronunciation and intonation.

Objective

On completion of the course, attendees will be able to give a competent short talk after practising and preparing their presentation during the sessions.

General skills

The Message: defining the purpose of the presentation.

The Audience: knowing who you're talking to and adapting to them in order to transmit credibility.

Planning: preparing a script, structure and way of starting and concluding the presentation.

The Slides: acquiring graphic design concepts to communicate clear ideas, powerful messages, etc.

The Person: knowing the importance of voice, posture, image, look and gestures.

Stress Control: knowing how to prepare, how to cope with nerves, etc.

English: improving phonetics and intonation and avoiding typical mistakes.

Targeted at

People working in the world of science (**graduates, PhD students, doctors and researchers**) who need to give presentations at **conferences, meetings, theses**, etc.

Characteristics and requirements

20 participants maximum.

30 hours of dedication approx.

Computer with internet connection.

Mobile phone or camera to record videos.

Pencil and paper for exercises.

Face-to-face classes: board and projector. 2 adjoining classrooms for workshops.

Programme

Block 1: Presentation structure

- Structure & message identification
- Strategies for planning
- Audience

Block 2: Languages of communication

- Non-verbal language
- The para-verbal language
- The personal image

Block 3: Communicating in English

- Intonation
- Phonetics

Block 4: Slide design

- Basic concepts of graphic design
- The visual elements of our slides
- Software basics

Block 5: Delivering a presentation

- Start and end a presentation
- 10 ways to start
- Keep people's attention

Block 6: Stress management

- Tips for managing stress
- Relaxation

Methodology

In order to make the course more enjoyable, we alternate lectures and videos with practical exercises. We believe that a **methodology with varied and entertaining exercises** is the best way of learning and puts students at their ease, enabling them to give the best of themselves. **We can adapt the methodology to your specific needs**. However, to get the most from the course, **we recommend an online/in-person mix, with three sessions**:

Session 1
- Duration: 1.5 h.
- Format: Streamed.
- Presentaton of teachers, methodology and tasks for the next session. Participants will be informed of the requirements for successfully completing the course.

Session 2
- Duration: 3.5 h.
- Format: In-person (where possible) or Streamed. Sessions can be split in 2.
- Students will perform a range of exercises and workshops.

Session 3
- Duration: 3.5 h.
- Format: In-person (where possible) or Streamed. Sessions can be split in 2.
- Completion of the final exercise by the participants and recap of the course by the teachers.

Methodology

Course is designed to be highly participative, practical, fun and above all **useful**, so that, by the end, students will have adopted techniques and improved skills that increase their security and confidence in communication.

Participants will have online access to the following **materials on the platform at elearning.norarte.es**:

- Video-tutorials with theory (5 hours approx.)
- Assignments (7 hours approx.)
- Forums, available for consultation throughout the course.
- Practical resources.

Participants will be invited to carry out **a range of assignments** to help them achieve the course objectives:

- Creating and redesigning slides.
- Recording presentations, applying the lessons learned in the course.
- Final exercise: giving a 3-minute talk with slides included.

Teachers

Çinta Altes
Teacher, Scientific translator
BSc, PhD in Biology
Yoga teacher

Izaskun Alberdi
Scientific illustrator & designer
BSc, MSc in Biology
University Specialist in Scientific Illustration

Vega Asensio
Scientific illustrator & designer
BSc, PhD in Biology

Ana Madinabeitia
Scientific illustrator & designer
BA in Fine Arts
MSc in Graphic Design
University Specialist in Scientific Illustration

Tim Nicholson
Teacher, Translator
& Linguist (B.A.)

Looking forward to hearing from you!

Thanks for your attention

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