

Konferenzbeiträge und -präsentation auf Englisch “Academic Presentation Skills“

17 to 18 April 2012

Venue: Gustav-Stresemann-Institut e.V., Langer Grabenweg 68, 53175 Bonn

Description:

The workshop shall take place solely in English and participants will be immersed in an English-speaking environment involving as much participant input and speaking practice as possible. Participation in interactive situations such as group work and collaborative working situations in joint projects will be the focus of the workshop in order to increase fluency and improve communication skills. The skills learned will be put into practice with a series of presentations to be made by the participants on any topic, followed by group discussions. Group feedback will be encouraged and trainer evaluation will be supplied.

Preliminary Programme

Tuesday, 17th April 2012

The focus of the first day will be the structure, design and delivery of a presentation. Participants will be asked to deliver a 5 minute presentation at the end of the day which they will have prepared specifically for this seminar.

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| 9:00 | Welcome and Introductions
<i>Dr. Gabriele Althoff (DAAD)</i> |
| 9:30 | General Overview of the Structure of a Presentation |
| 10:30 | Break |
| 10:45 | <ul style="list-style-type: none">• Designing a Presentation• How People Listen• Dealing with Nerves |
| 12:30 | Break |
| 14:00 | <ul style="list-style-type: none">• Delivering a Presentation• Using voice, intonation, stress, speed, body language, eye contact, etc...• Timing & Using Visual Aids• Pair work: Vocabulary exercise - Talking about trends and using graphs, charts and tables |
| 15:15 | Break |

- 15:30
- Individual Work: 5 Minute presentations by the participants (6)
 - Group and trainer feedback

16:15 **Break**

- 16:30
- Individual Work: 5 Minute presentations by the participants (6)
 - Group and trainer feedback

- 17:15
- Questions from the group
 - Outline for next day's work

17:30 **End of first day**

18:00 **Informal Get together**

Tuesday, 18th April 2012

Throughout the day, participants will be guided to write a simple presentation on a topic of their choice which will be delivered to the group at the end of the day.

- 9:00
- German vs. English Presentation Styles
 - Cross-Cultural Issues

- 9:30
- Opening the Presentation and Getting the Audience's Attention
 - Individual work: Participants prepare an introduction

10:30 **Break**

- 10:45
- The Body of a Presentation
 - Writing for the Ear – Academic Writing vs. Academic Speaking
 - Group Work: Language exercise – Signposting
 - Individual Work: Writing the body

12:30 **Lunch Break**

- 14:00
- Ending Like a Pro: Summarizing the Main Points
 - Handling Q's and A's, Anticipating Q's & Dealing with Interruptions
 - Individual work: Writing the Conclusion

15:15 **Break**

- 15:30
- Individual Work: 5 Minute presentations by the participants (6)
 - Group and trainer feedback

16:15 **Break**

- 16:30
- Individual Work: 5 Minute presentations by the participants (6)
 - Group and trainer feedback

17:15 **Participant's Feedback**

17:30 **End of seminar**

Lecturer

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Organisation

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