

Conference English and Academic Presentation Skills

9th to 10th April 2013

Venue: Haus der evangelischen Kirche, Adenauerallee 37, 53115 Bonn

Description:

This seminar is designed for postgraduate scholars and researchers who present and communicate in an academic international context in English. Each language is embedded within a certain set of cultural conventions that impact the presentation of research in a variety of ways, from how researchers present their claims and structure a presentation to the kinds of conversation topics considered appropriate when networking and engaging in small talk. In the course of this seminar, we will focus on how you can best convey the value and significance of your research through oral communication, focusing not only on typical structures of thought and expressions in English, but also on your audience's expectations. You will practice communicating the value of your work in a variety of typical conference situations, from the formal session presentation to hallway networking to small talk at the conference reception. All participants are required to develop a presentation to hold in front of the class and will receive feedback on it from the "audience." You are thereby invited to bring in a work in progress for this two-day workshop. Prerequisite is proficiency in English at the C1 level of competency.

Preliminary Programme

Tuesday, 9th April 2013

9:00 a.m.	Welcome and Introductions Gladys Omete (DAAD), Carrie B. Dohe
9:30 a.m.	Introduction Speeches
10:30 a.m.	Break
10:45 a.m.	General Overview on Giving an Effective Conference Presentation
11:30 a.m.	The "elevator speech": how to communicate the significance of your work in under three minutes
12:30 p.m.	Lunch Break
2:00 p.m.	The Structure of the Presentation, Introductions, Bodies, and Conclusions Group work: Signposting Individual Work: Formulating the presentation
3:15 p.m.	Break
3:30 p.m.	Group Work: Analyzing Visual Aids
4:15 p.m.	Break
4:30 p.m.	Pair work: Vocabulary exercise – talking about trends and using graphs, charts and tables

5:15 p.m. Questions from the group
Outline for next day's work

5:30 p.m. **End of first day**

6:00 p.m. **Informal get together**

Wednesday, 10th April 2013

9:00 a.m. Group work on dealing with questions

10:00 a.m. Non-verbal behavior, Dealing with Nerves, Survival Strategies

10:30 a.m. **Break**

10:45 a.m. Presentations

12:30 p.m. **Lunch Break**

2:00 p.m. Presentations

3:10 p.m. **Break**

3:15 p.m. Presentations

4:00 p.m. **Break**

4:15 p.m. Small talk

5:15 p.m. **Participant's Feedback**

5:30 p.m. **End of seminar**

Lecturer

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