

Suggestions for practice

It is a good idea to find a small group of people who are also interested in improving their presentation skills. By practising together, you can get useful extra feedback. The instructions below will help you organize a presentation practice activity:

1. Reserve a room. The Language Commons has a number of small seminar rooms with computers and screens. You can also reserve a video camera to record your performances in order to evaluate them afterwards. Filming yourself is the fastest way to see what you are doing well and what you need to improve.
2. Choose a presentation topic. Decide how long your presentation should be. Plan and rehearse your presentation.
3. Set yourself a list of criteria for evaluating your performance. You could develop this list after consulting some of the materials in the sections below.
4. Film yourself giving your presentation.
5. Watch the video of your presentation. How well do you meet your criteria? Identify the areas which you would like to improve.

6. Practise your presentation again, focusing on the areas you have identified. Then video yourself again.

Learn from the professionals

Using the internet, you can access websites like YouTube look at examples of presentations given in authentic situations by professionals. Two good examples would be former President of United States, Barack Obama and the late founder of Apple, Steve Jobs. Both are considered as outstanding orators due to their effective use of voice and body language. There are two examples below that you can start off with:

- *Barack Obama speech at 2017 Profiles in Courage Award*
<https://www.youtube.com/watch?v=G3FCv3fTG9s>
- *Apple Keynote March 2011: iPad 2 reveal*
<https://www.youtube.com/watch?v=n3zl7hJfbzU>

Of course, Barack Obama and Steve Jobs aren't the only effective speakers on the internet, but with YouTube, you can explore for many other examples of effective speakers. Another thing you can also try to do is to 'shadow' these speakers as you're watching their videos so you can learn to mimic their techniques. Listen to how they control their voice and where they stress or de-stress certain sounds in certain words to create an effect. At the end of the day, it's all about practice

Useful materials in the Language Commons

Audio CD

There is a CD, located on the *Business* shelf, which offers tips both on how to prepare for – and how to give – effective presentations.

- ◆ *Effective Presentations*

And now...

If you would like any help or advice, or just a chat about your progress, please get in touch - **we are here to support your independent learning!** To contact us:

- Make an appointment to see an **adviser**. For details of advisers and their

availability, please go to <https://ilang.cle.ust.hk/language-adviser-timetable/>.

- E-mail your questions to iLANG (icilang@ust.hk).
- Ask at the reception counter of the Language Commons — if the receptionist cannot help you directly, s/he will pass your query on to one of the advisers.

What else can you do?

- Browse the many physical (<https://ilang.cle.ust.hk/language-commons/#resources>) and online materials (<https://ilang.cle.ust.hk/resources-speaking/>) for Speaking.
- Join a Speaking activity or short course (<http://ilang.cle.ust.hk/speaking/>).
- Join HKUST Toastmasters - <https://www.facebook.com/groups/HKU-STTMC/> - which meets on a regular basis for members to practice various skills useful in public speaking, including giving prepared as well as impromptu speeches, listening, and providing each other with feedback and evaluation. Toastmasters adopts a "learn-by-doing" philosophy.

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