

# Efficient Oral Presentations

Practical Course



Online Course

24th November - 15th December 2022

## 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



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. To get the most from the course, we will have 5 online-sessions:

### Calendar:

- 24 Nov. **Welcome session, explanation of the course and the tasks to be carried out.**
- 28 Nov. **Videoconference: Stress management and languages of communication.**
- 29 Nov. Videoconference: **Structure and design of slides**
- 1 and 12 Dec. Videoconference: **Phonetics and pronunciation in English** (groups of 20)
- 13 Dec. **Summary of how to deliver an efficient presentation.**

**Duration: 45-60 minutes**

**Time: 19:00**

## 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](http://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

**Contact:**

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**More information:**

[www.norarte.es](http://www.norarte.es)

