

# ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

## Osaka University - Multilingual Expert Program



## PUTTING PRESENTATIONS TOGETHER

The Seven Steps to Presentation Success - Part 2!

In the last newsletter, we introduced the first 3 steps for putting successful presentations together (hint: there were no slides involved). This month, we'll be introducing the final 4 steps.

### 4) Deliver your message creatively

We've covered several techniques for delivering your message effectively in previous newsletters (emphasis, intonation, transition language). Implement these techniques, along with other rhetorical devices such as questions, lists of three and puzzles & solutions) to create a lasting message!

### 5) Create the visual aids

At this point, you're ready to use visual aids (such as PPT slides) to supplement your main message. Remember, visual aids are what they imply - visual! Avoid long passages of text, tables of numbers and formulae and instead use graphs/charts, pictures and if completely necessary, bullet-pointed statements (using PowerPoint animation to introduce points one-by-one).

### 6) Practice delivering your message

Use the Academic English Support Desk to practice and get feedback from a dedicated presentation instructor. Record yourself, too, to hear how you sound live.

### 7) Prepare for the Q&A

Brainstorm a list of questions you may be asked, and again, practice at the Support Desk to ace the Q&A section!

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