

ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Osaka University - Multilingual Expert Program



PUTTING PRESENTATIONS TOGETHER

The Seven Steps to Presentation Success - Part 1!

Most presenters begin by creating their PPT slides first and then writing a script after to match their visual message. This restricts your creativity and the effectiveness of your message (slide-driven presentations, moreover, do not engage audiences). We'll be introducing the seven steps you should follow over the next two newsletters:

1) Analyze the audience

Who are you presenting to and why is your presentation relevant to them? Are you speaking to a group of professors? Or maybe an audience with limited knowledge of your subject. Consider these questions before you brainstorm your topic.

2) Brainstorm the topic

Professor Max Atkinson (an expert in public speaking) suggests that only one main point should be introduced during your presentation. With that in mind, brainstorm information and then sectionalize that information into main sections.

3) Create the structure

Most presentations follow a certain structure. Use these sections to create your message (before making the visual aids!):

Pre-introduction

Introduction

Main body

Summary

Conclusion

お問合せ先

言語文化研究科・外国語学部箕面事務室 マルチリンガル・

エキスパート養成プログラム(MLE)

〒562-8678 大阪府箕面市船場東3-5-10

Email: multilingual@lang.osaka-u.ac.jp

URL: <http://www.mle.osaka-u.ac.jp/>

