



**Миколаївська філія Київського національного
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КАФЕДРА КУЛЬТУРОЛОГІЇ

**Методичні рекомендації
щодо підготовки презентацій
з навчальної дисципліни «Іноземна мова»
для студентів 1 курсу**

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Методичні рекомендації щодо підготовки презентацій з навчальної дисципліни «Іноземна мова» для студентів 1 курсу / Доній В.С.– Миколаїв: ВП «МФ КНУКіМ», 2021. – 10 с.

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ЗМІСТ

Пояснювальна записка	4
How to make presentation	5
Some expressions to be used while making a presentation	6
Some Dos and Don'ts	9

ПОЯСНЮВАЛЬНА ЗАПИСКА

Мультимедійні навчальні технології є сукупністю технічних і дидактичних засобів навчання, які дають можливість представити навчальну інформацію у текстовому, графічному, аудіо-, відео-, анімаційному та інших форматах. Залежно від педагогічно-методичних завдань освітні мультимедійні технології можна поділити на програмно-методичні та навчально-методичні (методичні рекомендації, тематичні плани); навчальні (мультимедійні навчальні програми, електронні підручники, електронні бібліотеки, словники, енциклопедії, довідники); контрольні (програми для визначення рівня знань).

До найрезультативніших форм викладення навчального матеріалу в першу чергу необхідно віднести мультимедійні презентації, застосування яких значно полегшує процес навчання шляхом реалізації принципу наочності. Мультимедійна презентація – це логічно пов'язана послідовність слайдів, об'єднана однією тематикою і загальним принципом оформлення. Таке поєднання комп'ютерної анімації, графіки і відео у вигляді комп'ютерних слайдів дозволяє інтенсифікувати навчально-пізнавальну діяльність іноземних студентів за рахунок чіткої структуризації матеріалу занять, збільшення його динамізму, виразності та доказовості. Тим паче, під час підготовки презентацій студентами з дисципліни «Іноземна мова» виникають труднощі не лише зі змістовим наповненням, підбором фото-, відео-, аудіо матеріалу, а й використанням лексико-граматичних одиниць іноземної мови. Зазначені рекомендації знано полегшать підготовку студентам і можуть бути використані під час практичних завдань та самостійної роботи.

How to make presentation

Public speaking can be very stressful. It takes a lot of discipline, practice and preparation to put on a good presentation and even knowing what you need to know can be hard. These things should help whether you're speaking at a large conference, giving a small internal presentation to you coworkers or classmates or giving a sales pitch. They're pretty universal.

For example the most general remarks are:

- ✓ Speak slower.
- ✓ Talk to individuals in the crowd.
- ✓ Think before you speak. Take pauses.

Some important things.

- ✓ When preparing your presentation, make sure you have a beginning, middle and end. Tell your audience what you're going to say, say it, then remind them what you said.
- ✓ Telling stories is good; weaving the many parts of one story into your presentation is better.
- ✓ Rehearse your material with your speaking notes so you know both inside and out.
- ✓ Get to know who your audience will be; confirm that this is the same audience you were expecting at the start of your presentation.
- ✓ Riffing off the "speak slower" and "take pauses" words of advice, this is also how you kill the dreaded "ummm" (or "you know"). More often than not, if you're saying "ummm" then you're probably not speaking your sentences as full sentences; pause, know the sentence you're going to say, speak the sentence, and pause.

Lets sum everything up.

- ✓ Prepare well in advance.
- ✓ Dress well.
- ✓ Reach before time at the venue.

- ✓ Don't try to hide yourself on the stage.
- ✓ Greet the audience heartily.
- ✓ Don't lecture, talk instead to your audience.
- ✓ Speak loudly, slowly and clearly.
- ✓ Pause to create curiosity.
- ✓ Add some relevant humour.
- ✓ Ask some questions to your audience to involve them into the talk.
- ✓ Maintain eye contact.
- ✓ Don't pay attention to distractions.
- ✓ Have complete control on your audience like you are the leader of them.
- ✓ When you are on the stage behave like a leader.
- ✓ Tell the audience something about your past failure.
- ✓ Make your speech short and simple.
- ✓ Deep breathing normalizes us.
- ✓ Never argue with any audience.
- ✓ Remind the main points of your speech at the end.
- ✓ Thanks the audience for the patience to listen you.

Some expressions to be used while making a presentation

How to address

Good morning, ladies and gentlemen!

Dear friends!

Dear classmates!

How to start giving ideas on the topic concerned

The topic of my (our) presentation today is ...

The main topic of my presentation is ...

I would like to talk about ...

I am going to talk about ...

Thank you for giving me the opportunity to tell you about ...

If you have any questions during my presentation, please stop me

Let's look at some ways of ... (at some details)

I shall start my presentation by asking you questions

I'd like to explain

In the first part of my presentation, I'll describe ...

After that I'll talk about...

Finally I'll show you ...

First I'd like to talk about ...

I'd like to draw your attention to ...

Now, I'd like to move on to ...

Next, let me describe

I'd now like to turn to ...

Finally, let me explain ...

For example ...

For instance ..

First ... Second Third ...

The first ... The second ... The third ...

First ... Next ... Then ... After that ... Finally ...

Connecting words

Consequently ... Therefore ... However ... Because of ...

Although ... In addition ... Since ... Also ...

Because so ... but ... and ...

Ending the presentation

In conclusion let me remind you ...

I'm sure you'll agree that ...

In addition to that ...

Before I (we) end ...

In future we plan ...

In summary, I've explained ...

Thank you for your kind attention (for listening).

Thank you for having me (us).

I (we)'ll be happy to answer all your questions at the end of my (our) presentation.

Describing Visual Aids

In my first slide I'd like to show you ...

If you look at the screen you can see...

The horizontal (vertical) axis is ...

The left side shows ...

The third row (column) contains ...

On the right is ...

As you can see ...

This is the ...

Here is the ...

This clearly shows

This is important because ...

Some Dos and Don'ts

DO

- Give yourself enough time to plan, edit and rewrite.
- Give yourself enough time to practice, practice and practice.
- Limit the amount of information you give. A report is a much better place to give a lot of information.
- Find as much as possible about your audience before the presentation. How much do they know? What are they interested in?
- Check before the presentation that your overhead transparencies, slides or charts are in place.
- Check before the presentation that your overhead transparencies, slides or charts are in the correct order.
- Remember to look at as many people in your audience as possible.
- Remember to speak clearly and not too fast.
- Pause (five to ten seconds) after showing a visual aid. Give the audience time to read before you start speaking again.
- Keep to the time. Many people become impatient with the presentations that go on too long. You may be cut off.
- Use the question and answer session as an opportunity to give extra information on your subject.
- Relax!

DON'TS

- Apologize for your English.

- Look at the ceiling, the floor or out the window.
- Memorise your presentation.
- Play with pointers, pens or keys.
- Wave your paper or cards around when gesturing