

Name _____

Worksheet for presentation training with Adrian

General guidelines for presentations

Timing:

Preparation

Don't:

Do:

Outline Format:

1. *Introduction (15% of your time)*

Who are you?

A problem, curiosity, or anecdote. Use an image if possible.

Who, when, where?

What is the genre and goal of the project?

2. *Body (obviously the longest part) (70% of your time)*

The solution: exactly what and how?

Possibly a **brief** chronological report.

Describe the most interesting/challenging parts of the project.

3. *Conclusion (15% of your time)*

Final/ in-progress evaluation and what you have learned/ what you hope to learn.

What problems could pop up?

Translate the following signposts into Czecho-Slovak or some other lovely language:

Let's move on to.....

Let's look at some details about.....

Let's expand on.....

OK, let's go back to talking about the big picture of how.....

So, to summarise,

Let's conclude by looking at.....

Now insert them into your outline.

Prioritise and colour-code:

Rehearsal:

Memorise:

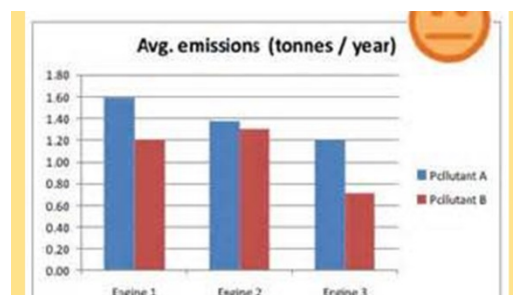
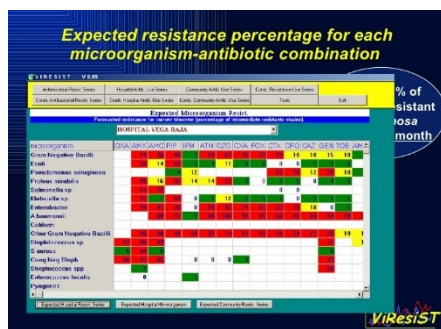
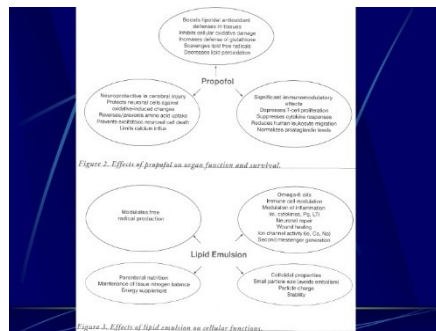
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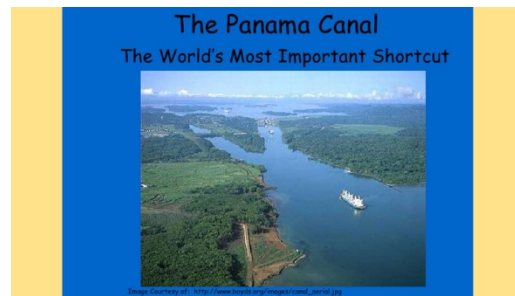
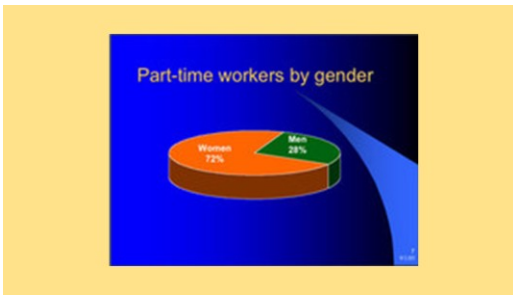
Effective visuals?

Decide what you think about the following as slides for a presentation:

Agent	Onset After 1st Dose	Half-life of Parent Compound	Metabolic Pathway	Active Metabolite	Usual Adverse Effects
Diazepam	2-5 min	20-120 hr	Demethylation and hydroxylation	Yes (prolonged sedation)	Phlebitis
Lidocaine	5-20 min	5-15 hr	Glucuronidation	None	Solvent-related sedation; failure in high doses
Midazolam	2-5 min	3-11 hr	Oxidation	Yes (involved sedation, especially with renal failure)	
Propofol	1-2 min	26-32 hr	Oxidation	None	Elevated triglycerids, pain on injection
Fentanyl	3-20 min	16-54 hr	Oxidation	Yes (EPS)*	QT interval prolongation

*More frequent doses may be needed for management of acute agitation in mechanically ventilated patients.
 *Data based on 2001 average wholesale price.
 EPS = extrapyramidal symptoms.





Font size:

Competition?

Audience Participation with visuals:

Building rapport with your audience:

Responding to questions:

Decide if the following phrases are responses to a GOOD question, a DIFFICULT question, an UNNECESSARY question, or an IRRELEVANT question:

1. I'm afraid I don't see the connection.
2. I don't know that off the top of my head.
3. I think I answered that earlier.
4. That's an interesting question. What do you think?
5. I'm glad you asked that.
6. I'm afraid I'm not in a position to comment on that.
7. Sorry, I don't follow you.
8. Well, as I mentioned earlier,...
9. To be honest, I think that raises a different issue that is beyond the scope of my presentation.

Phrases for getting back on track and moving from one question to the next:

English for presentations

Expectations for “presentation English”:

Rhetorical tricks and set phrases for presentations

Cleft sentences:

A cleft sentence for this morning’s outline / presentation:

A sample rhetorical question for this morning’s outline / presentation:

Join up these set phrases for introducing opinions and other statements:

We were led	sound of it,
To be perfectly	gather,
By the	as we’re concerned,
From what I can	honest,
We know for	as being.....
Rest	a fact that.....
This idea struck us	assured
As far	to believe that...

Which of the following set phrases are more diplomatic, and which are more forceful?

In essence,.....	Above all,.....
What’s especially important here is.....	Plus,.....
The main thing here is.....	This is a matter of.....
Occasionally,....	Generally,.....
In particular,.....	All in all,.....
This is not very.....	