



Effective Presentation Skills for Teaching

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*“The human brain starts working the moment you are born and never stops until you stand up to speak in public”
George Jessel (1898 – 1981, Famous Comedian)*

Why are you so scared?

- Afraid of
 - Making mistakes
 - Difficult questions
 - Getting stuck
 - Having miscommunication with students
 - Losing control of the class
 - Being embarrassed
 - Being an idiot

Why are you so scared? (cont'l)

- Afraid the students are
 - Negative
 - Passive
 - Not responsive
 - Unfriendly

Why are you so scared? (cont'l)

- About yourselves
 - Shy
 - Lack of self-confidence
 - Don't want to be the attention of the class
 - Language barrier
 - Cultural barrier
 - Lack of experience
 - Lack of preparation




Get prepared!



Question 1: Why do I have to stand in front of the class to talk?

- Tasks:
 - To transfer information
 - To share ideas
 - To ask and answer questions
 - To lead a meaningful discussion
 - To check students' understanding
 - To assign assignment
 - To communicate with students
 - To perform


A scenic view of the Hong Kong University of Science & Technology (HKUST) campus, showing modern buildings on a hillside overlooking a body of water, with a large green leaf graphic overlaying the top of the image.

Question 1: Why do I have to stand in front of the class to talk? (cont'l)

- Personal:
 - To learn through teaching
 - To improve teaching skills
 - To practise presentation skills
 - To improve classroom management skills
 - To develop my career
 - To fulfill your TA duties
 - To earn your studentship

Question 2: How to do so?

- Delivery strategies
 - Lecture
 - Demonstration
 - Discussion
- Contents organization
 - Big 6

A scenic view of a city built on a hillside, with a bridge over a river in the foreground. The image is partially obscured by a large green leaf-like graphic at the top.

Strategy - Lecture

- Clarify information to a large group in a short period of time
- Instructor-centered
- Your role?

Strategy - Demonstration

- Transmit the big picture to a group of students in a short period of time
- Instructor-centered
- Your role?

A background image showing a cityscape with modern buildings and green hills under a bright sun with rays, partially obscured by a large green leaf-like graphic.

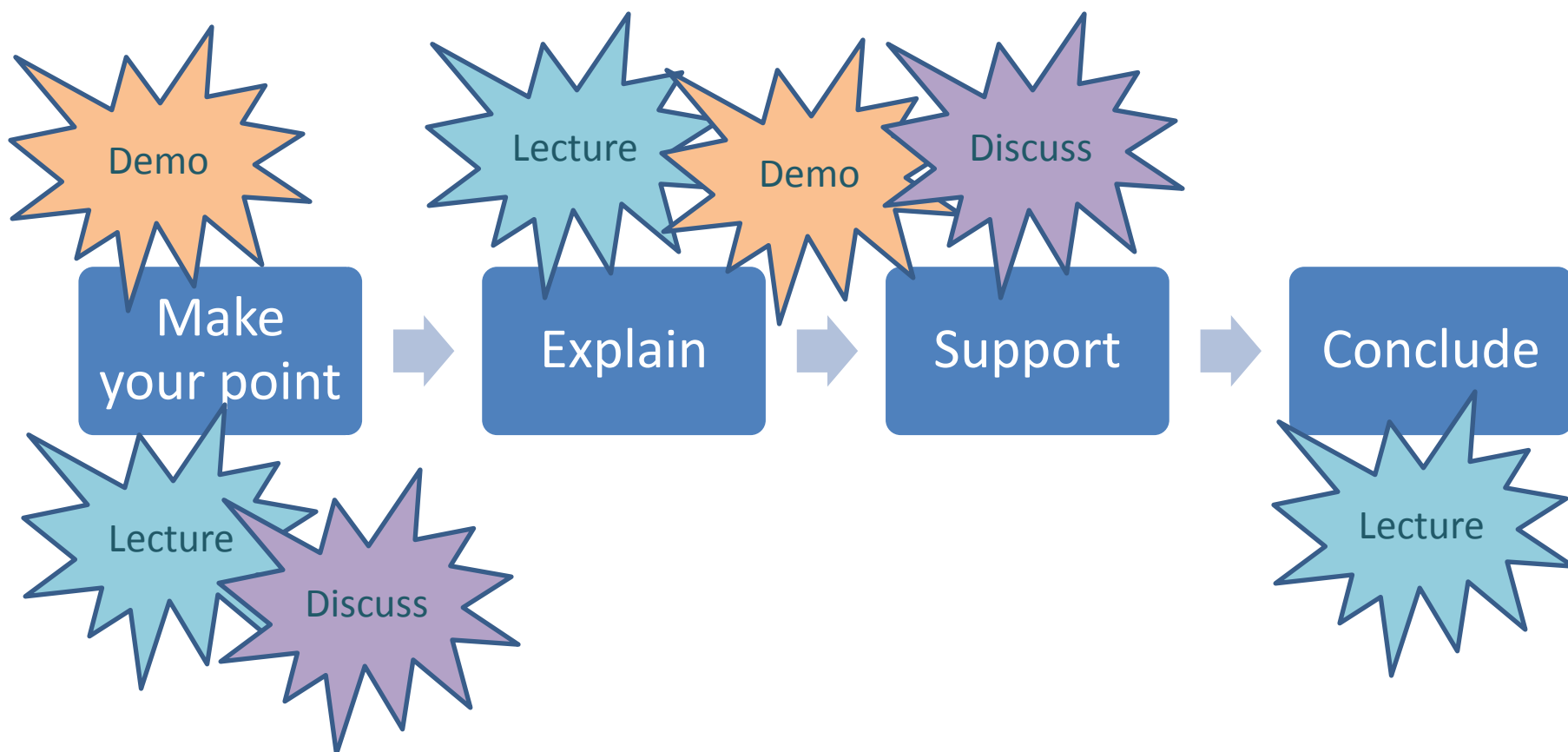
Strategy - Discussion

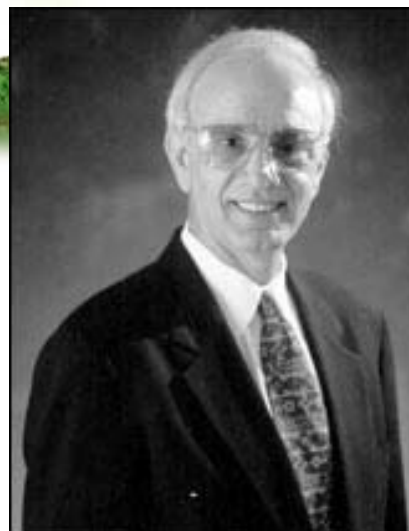
- Solicit and involve the students in content transmittal
- More student-centered
- Your role?



Content Organization

General Rules





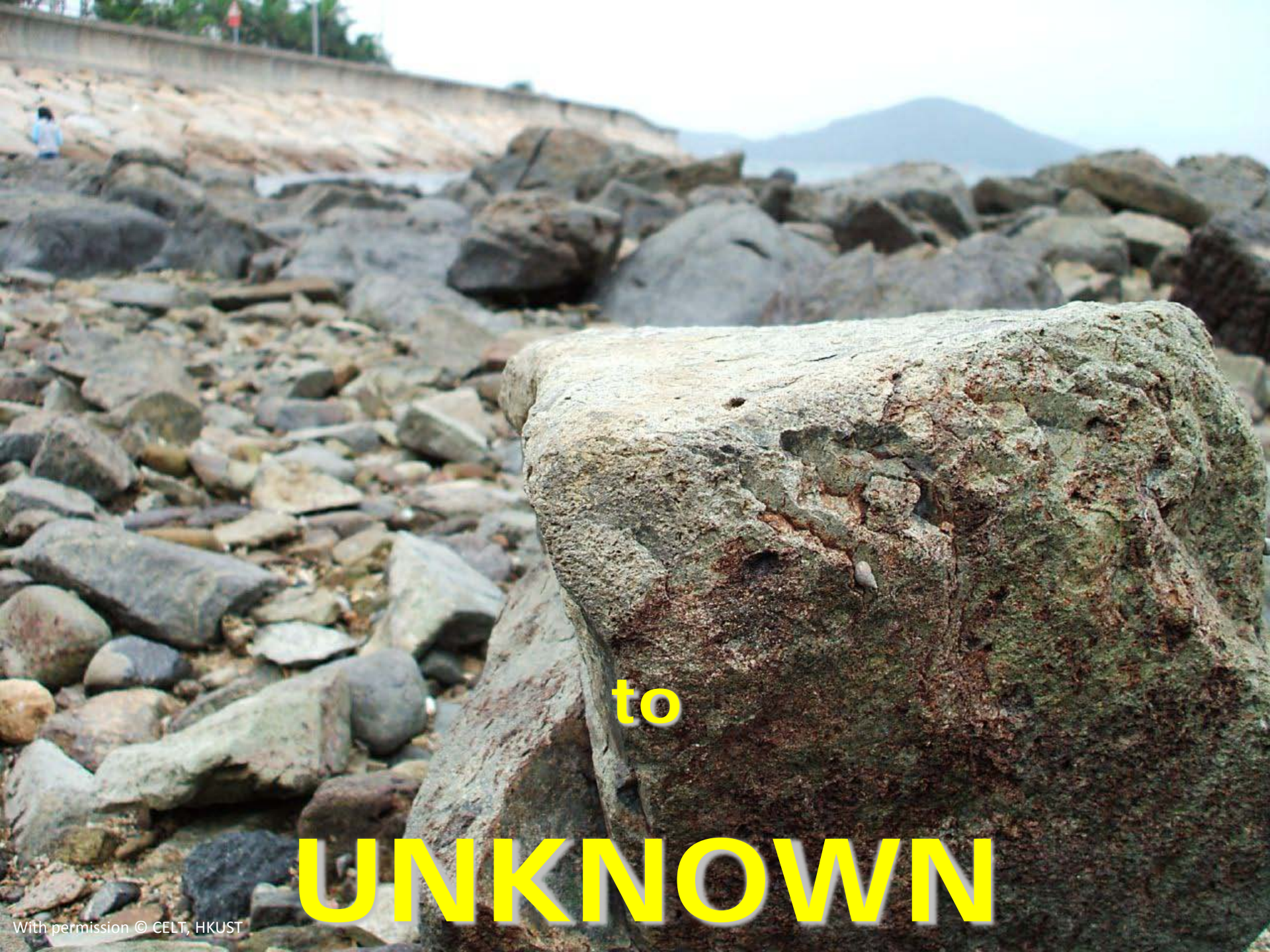
Prof. Harvey J Brightman's **Big Six** for presentation clarity

<http://masterteacherprogram.com/>

from

KNOWN






to

UNKNOWN



from

SIMPLE



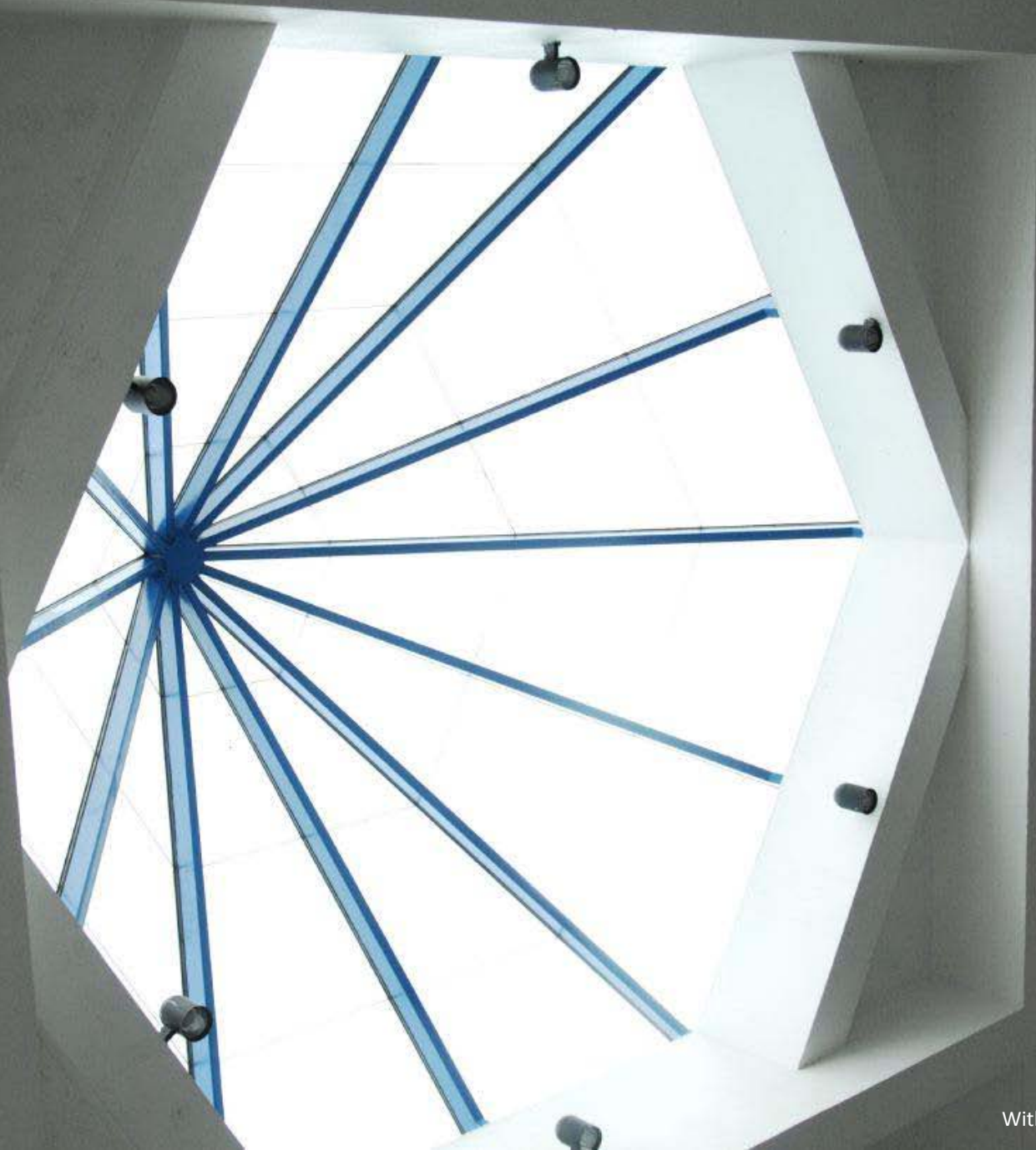
to
COMPLEX

from

CONCRETE



to
**A
B
S
T
R
A
C
T**



remember?

3

MORE ...



Y

B4

WAT!

USE MULTIPLE LANGUAGES

VISUAL

VERBAL

NUMERICAL




**And
finally ...**

**Ensure
smooth
content
transitioning**



Question 3: Shall I rehearse?

- Audience **Expert** **Non-expert**
- Location
- Equipment **Magic B**
- Time
- Questions
- Feedback
- Videotape

A scenic view of the Hong Kong University of Science & Technology (HKUST) campus, showing modern buildings and green hills under a bright sky with a large green leaf-like graphic overlay.

Question 4: How can I fight against stage fear?

- Comfortable posture
- Shaky hand
- Breathing
- Humor
- **PRACTICE** (Sorry! There is NO free lunch.)

A background image showing a cityscape with modern buildings and green hills under a bright, colorful sky with a large green leaf-like shape. The city is situated on a hillside overlooking a body of water.

Question 5: How to handle difficult questions

- Repeat the question
- Clarify/rephrase the question
- Discuss
- Save the best for last
- Be honest
- Be calm

A scenic view of the Hong Kong University of Science & Technology (HKUST) campus, showing modern buildings and green hills under a bright sky with a large green leaf-like graphic overlay.

Question 6: Apart from my speech, what else?

- Non-verbal communication
 - Appearance, attitudes, gesture, dress
 - 2/3 of the whole presentation
 - Habitual behavior



8 Secrets of Success

Richard St John

Resources

- Presentation Zen
www.presentationzen.com
- Decameron Web, Brown University
http://www.brown.edu/Departments/Italian_Studies/dweb/pedagogy/class-pres-skills.shtml
- TED
www.ted.com

A scenic view of the HKUST campus, showing modern buildings on a hillside overlooking a body of water, with a large green leaf graphic overlaying the top of the image.

More about teaching ...

Classroom Management (17 Sept)

Techniques for Interactive Teaching (7 Oct)

Advanced PowerPoint Presentation (12 Oct)

Registration starts on **4 Sept!**



Center for Enhanced Learning and Teaching

Thank you!

