



# 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?

- Not confident
- Not well prepared
- Feel alone
- Worry about mistakes
- Fear of criticism and challenges
- Poor English
- Eye contact



# Get prepared!



# Agenda


- Why do I have to stand in front of the class to talk?
- How to do so?
- Shall I rehearse?
- How can I fight against stage fear?
- How to handle difficult questions?
- Apart from my speech, what else?

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

- Share knowledge
- Catch the attention of the class
- Communicate w/ Ss
- Ensure students are listening to you
- Interact w/ the Ss – facial expression and questions

## Question 2: How to do so?

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

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 - 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?

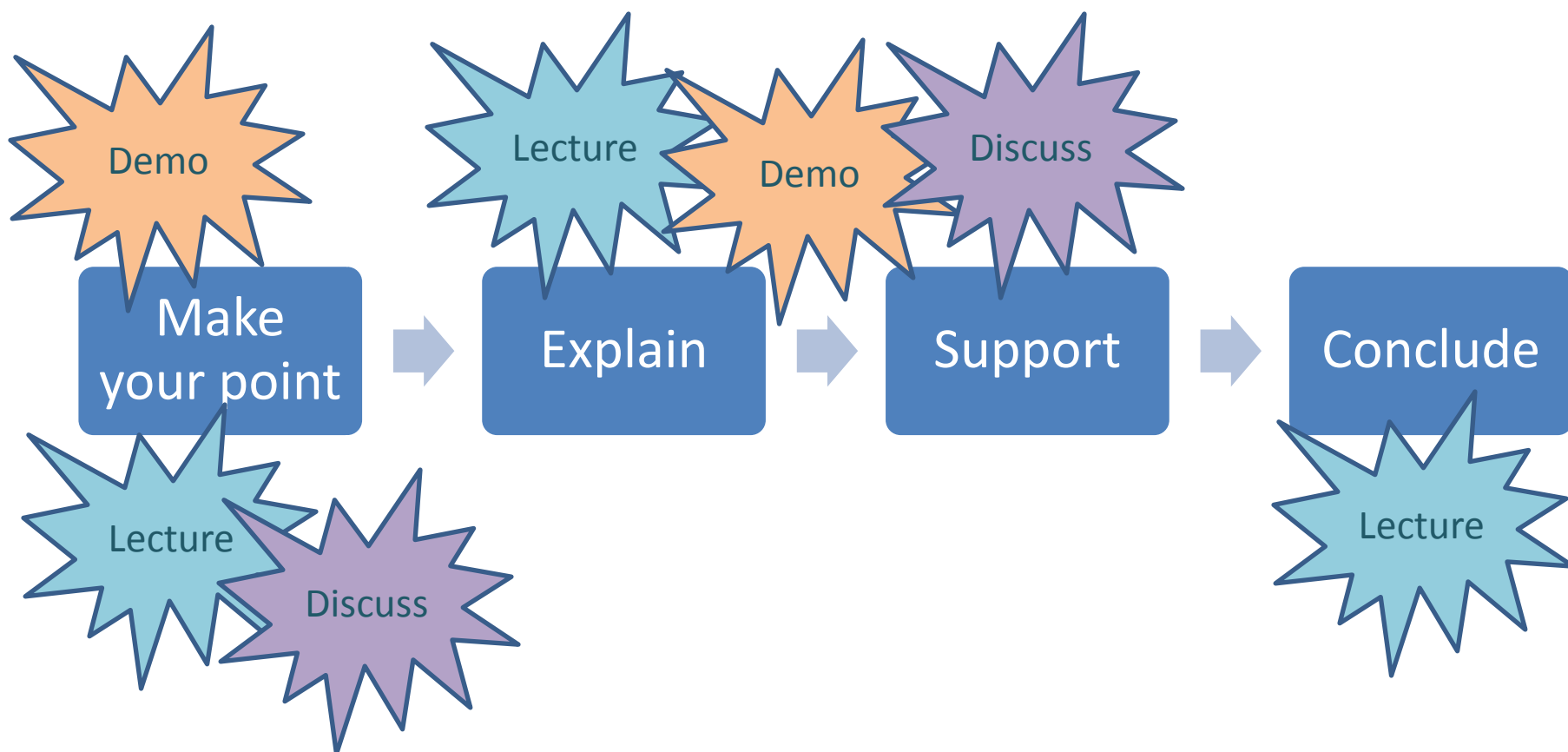
# Strategy - Discussion

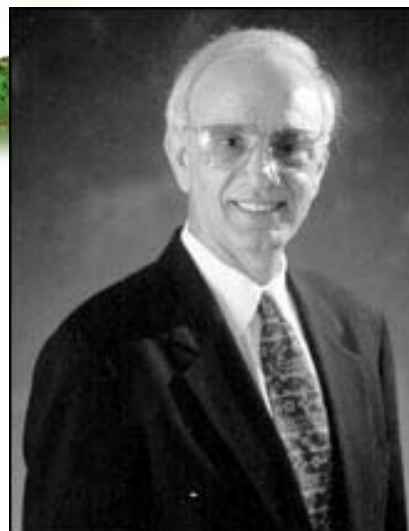
- Solicit and involve the students in content transmittal
- More student-centered
- Your role?



# Content Organization

## General Rules





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

<http://masterteacherprogram.com/>

from

**KNOWN**





to


**UNKNOWN**



from

**SIMPLE**





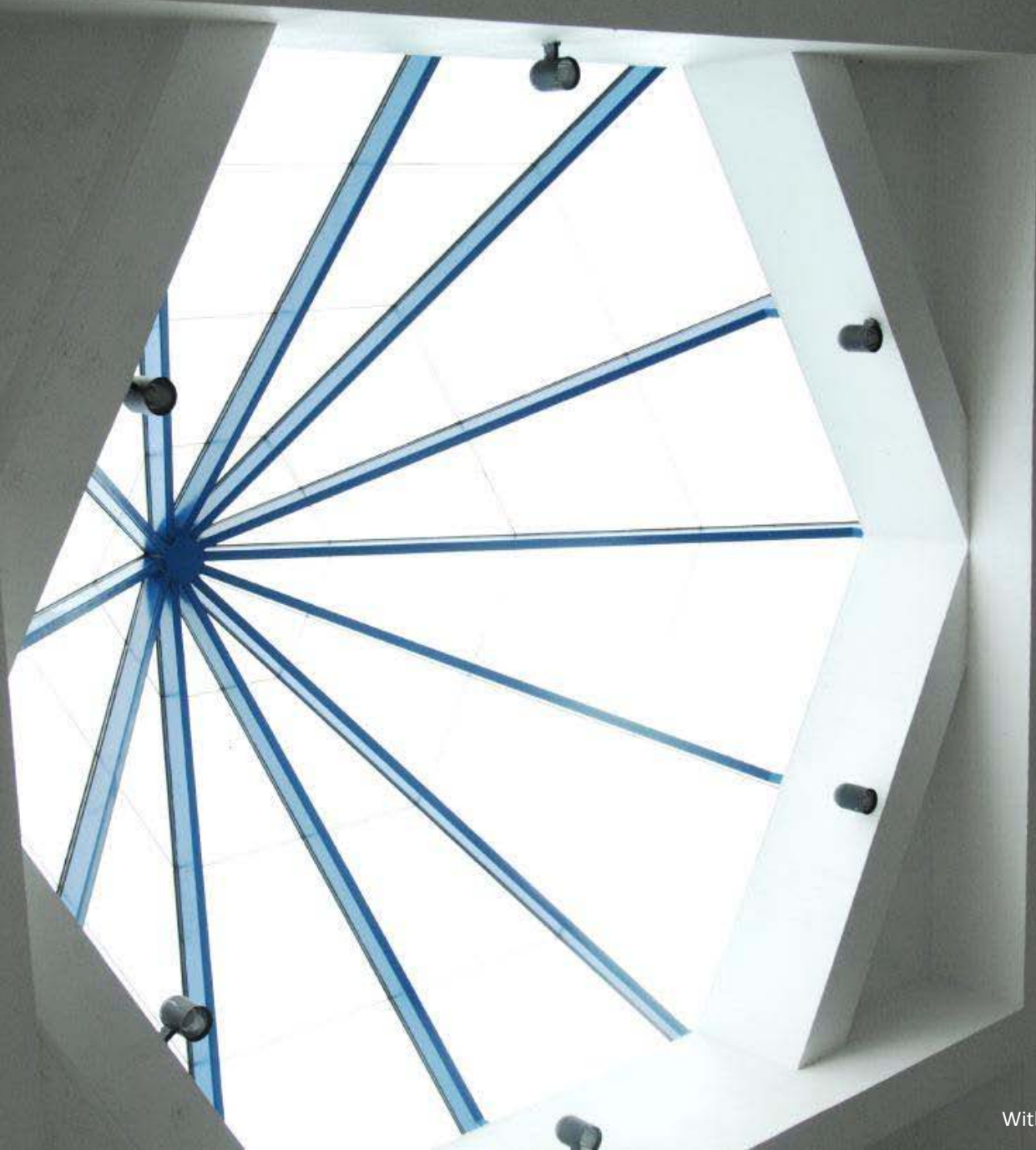
to  
**COMPLEX**

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

# Question 4: How can I fight against stage fear?

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

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

# 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 background image showing a cityscape with modern buildings and green hills under a bright, colorful sky with a rainbow-like gradient.

# 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](http://www.presentationzen.com)

- Decameron Web, Brown University

[http://www.brown.edu/Departments/Italian\\_Studies/dweb/pedagogy/class-pres-skills.shtml](http://www.brown.edu/Departments/Italian_Studies/dweb/pedagogy/class-pres-skills.shtml)

- TED

[www.ted.com](http://www.ted.com)



# More about teaching ...

Classroom Management (24 Feb)

Techniques for Interactive Teaching (18 Mar)

Advanced PowerPoint Presentation (15 Mar)

Registration starts on **4 Feb!**



Center for Enhanced Learning and Teaching

Thank you!

