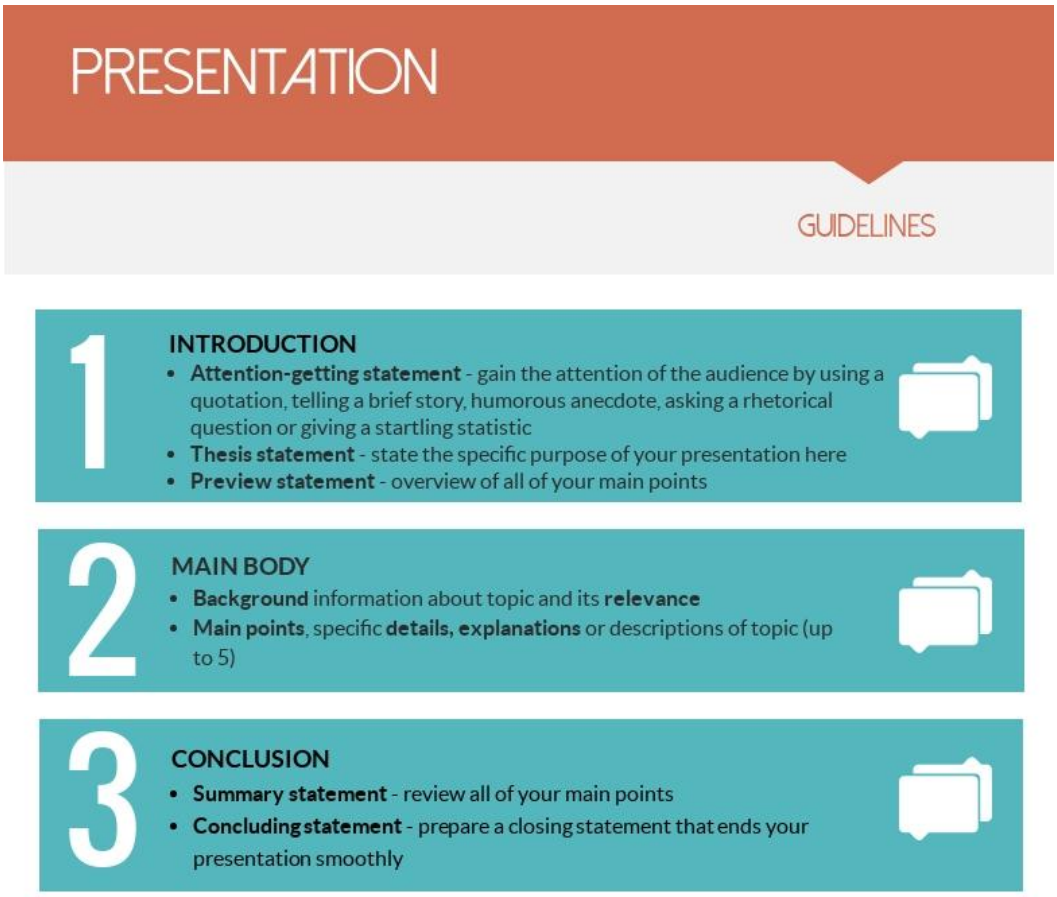
APPENDIX 1. ORAL PRESENTATION GUIDELINES

1. STRUCTURE



Designed with wisme

2. REQUIREMENTS

- **CLARITY*:*** choose a *specific* topic, avoid using too *complex* technical language or terms, *clarify* when necessary, make a micro-*pause* before important points
- **ORGANISATION*:*** use the suggested *template* to keep track of your speech, use functional language (*signposts and linkers*)
- **VISUALIZATION*:*** use visual aids (ppt slides etc.), don't overload them with information (keep it to the minimum), explain / comment on the information in the visuals, use handouts if necessary
- **TIMING*:*** your oral report should last no longer than 7-10 minutes (rehearse to avoid bad timing and ask the instructor to give you a signal that it is time to wrap it up)
- **BODY LANGUAGE*:*** make sure that your speaking style and gestures are appropriate

3. USEFUL LANGUAGE

Based on https://www.eapfoundation.com/

INTRODUCTION	**Greeting the audience**	*Good morning/afternoon, everyone/colleagues.*
	Expressing the purpose	*My purpose/objective/aim today is...*
	Giving the outline	*This talk is divided into four main parts.* *To start with/Firstly, I'd like to look at...* *Then/Secondly, I'll be talking about...* *Thirdly...* *My fourth point will be about...* *Finally, I'll be looking at...*
MAIN BODY	**Giving background information**	*First, I'd like to …* *As you all know, …*
	Transitions	*First / Second …* *Let's now move on to/turn to...* *This leads/brings me to my next point, which is...*
	Giving examples	*Let me give you an example...* *such as… / for instance...* *A good example of this is...*
	Referring to visual aids	*As you can see here...* *If we look at this slide... / This slide shows...* *If you look at the screen, you'll see...* *This table/diagram/chart/slide shows...* *Let's (have a) look at…*
	Summarising	*What I'm trying to say is...* *Before we move on to...* *So far, I've presented...*
	Digressing	*I might just mention...*
CONCLUSION	**Summing up**	*Summing up... / To summarise...* *So, to sum up...* *Let me now sum up.*
	Concluding	*I'd like to finish by emphasising...* *In conclusion I'd like to say...*
	Closing	*Thank you for your attention/time.* *Thank you (for listening/very much).*
	Questions	*If there are any questions, I'll do my best to answer them.*

4. TEMPLATE

Title of presentation:

1. INTRODUCTION

Attention-getting statement (optional)

_____

_____

Thesis statement

_____

_____

Preview statement

_____

_____

_____

2. BODY

7-10 minutes

Background information / relevance

_____

_____

_____

- **Main point** 1 + detail of example

_____

_____

- **Main point** 2 + detail of example

_____

_____

- **Main point** 3 + detail of example

_____

_____

3. CONCLUSION

Summary

_____

_____

_____

Concluding statement

_____

_____

5. TOPICS FOR ORAL PRESENTATIONS/REPORTS.

These are just general topics for your reports. You might need to narrow them to prepare a well-organised presentation. Below you can find some basic ways of doing so.

Unit 1

Top 10 Discoveries of the Decade.
Technologies that will disappear in next 5 years.
How does texting worsen our vocabulary and writing abilities?
The effects of computer-mediated communication on our working and everyday lives.
Benefits of playing video games for cognitive skills.
How to ensure internet safety for children.
Internet crime, computer addiction and computer-phobia.
Decline of communication due to technology.

Unit 2

Moving the classroom from the banking model to more experiential model.
Lifelong learning in the 21st Century.
Social and emotional learning. (challenges, problems, myths, research, what will be the difference makers, etc...).
The main reasons for making the school year shorter/longer.
The most objective ways to assess children's knowledge.
Why should online teaching be treated as equal to the regular form of teaching?
The best motivational strategies to promote student success.
Visual, auditory, and kinesthetic learning styles.
Advantages and disadvantages of homeschooling.
How to become a successful learner.
Using the Internet as a learning tool.
Distance education. MOOCs.

Unit 3

Challenges of gig-economy.
Why should a five-day working week be changed to a four-day week?
What is a glass ceiling? Reasons and consequences.
Are there male jobs & female jobs?
Transferable skills – what are they and why do we need them?
Why do some jobs have more kudos than others? Is it fair?
Can you turn a hobby into a career? What are the benefits of a lifestyle business?
Office romances? Is it a good idea or a bad idea to date a co-worker?
Causes and effects of workaholism.
What ratio of work to leisure would be your ideal?
Should people with large salaries pay a much higher rate of tax than other workers?

Unit 4

Dark ecology
Lifestyle carbon footprints
Environmetal myths
Environment and Innovation
Environment and Blockchain technology
Ethical consumption
Future (sustainable) cities
Nuclear energy: pros and cons
Greta Thunberg: activist or celebrity?!

6. NARROWING A TOPIC AND DEVELOPING A SPECIFIC PRESENTATION QUESTION.

Step 1: choosing the topic.

- Choose the topic that interests you.
  Ask yourself:
  - *What subtopics relate to the broader topic?*
  - *What do you find interesting about the topic?*

- Gather background information.

  Ask simple questions like

  - Who? What? When? Where? Why? How? (this will help you identify possible "gaps" in your knowledge).

  - Search academic and professional websites, such as https://www.procon.org/, https://www.debate.org/, https://www.brainpop.com/english/writing/debate/, https://www.eapfoundation.com/.

Step 2: narrowing the topic to a presentation question.

- Ask questions.

  - Ask open-ended "how" and "why" questions about your general topic.

  - Consider the "so what" of your topic: Why does this topic matter to you? Why should it matter to others?

- Determine & evaluate your presentation question.

  - What aspect of the more general topic you will explore?

  - Is your question clear?

  - Is your question complex?

- Hypothesize.

  - If you engage in a discussion on the question, what will your line of argument be?

  - Why is your argument sound?

  - How may others challenge your argument?

  - What sources will you need to support your reasoning?

Based on https://libraries.indiana.edu/sites/default/files/Develop_a_Research_Question.pdf