

Presentation Skills / Public Speaking

Introduction

The introduction to your presentation is extremely important as it is the first impression that your audience has of you as a presenter. Your introduction should prepare the listeners for the *content and organization* of your talk.

Elements of a good introduction

- Your name and position (if you have not been introduced by a chairperson)
- The title of your presentation
- The purpose of your presentation
- How long you will be talking
- A brief outline of the points to be covered to indicate the organization of your talk.
- When the audience may ask questions.

Linking phrases – create transition

It is important to indicate the beginning and ending of sections or new topics in your talk so the listeners can prepare themselves for the change of focus. Listed below are some common phrases for linking ideas together. These phrases guide the listeners through the structure of your presentation.

Useful phrases to structure your talk

1. First of all ... then ... let's look at ...
2. Very well, let's begin by looking at ...
3. O. K. then, so that was the question of ..., now let's turn to ...
4. Right, now I'd like to move on to ...
5. So much for ... The next thing we will look at is ...
6. So far, we've looked at ..., ..., and ... Finally I'd like to explain ...

Conclusions

Your conclusion needs to be as effective and memorable as your introduction. It is your last chance to make an impact on your audience.

A good conclusion should include:

- A definite signal that you are about to finish
- A summary of the main ideas
- Something memorable – to make the audience laugh, or think further

- Thank the audience for listening
- Invite questions

Optional Extras

- A call for action from the audience on some issues
- Advice on where to find further information
- Suggestions for follow-up research
- A brief reference to related projects/developments

Q & A session Tips

Don't ...

- Be rude
- Interrupt the speaker
- Become aggressive
- Bluff i.e. guess the answer to the question – say you'll get back to them

Do ...

- Look at the questioner
- Listen carefully and look encouraging
- Welcome the question
- Repeat the question to clarify the exact meaning
- Take time to think briefly before answering
- Be brief and direct
- Be polite – use 'softeners' (positive remarks)
- Check whether the questioner is satisfied

Phonemic Sounds

1. These ships take cars across the river.
 2. My stomach ach has stopped aching.
 3. The clock stops at eight when I waited for him at the quayside.
 4. I used a blank cheque to settle the debt with the cashier.
 5. 慣 scared of the dark, when I was on my own.
 6. Though he treats her well, she has the feeling of being cheated.
 7. I pray that I can get the ticket for the play.
 8. This thin girl experience set precedent for the others.
 9. The government can't find a reason to justify why the fees should be risen.
 10. The shade on the shed is created by the block in front of it.
 11. Do you have access to the excess books?
 12. It is hard to invite the guests who are bored to listen to the whole speech.
 13. At night, we pull the blinds; at noon, we leave them wide open.
 14. The theme adopted by the team is related to death.
 15. A lazy Susan is a turning table for serving food.
 16. The royal family is loyal to the Queen.
 17. My niece has signed the lease for my aunt on her behalf.
 18. It is alleged that all the interested participants have been admitted to the College.
 19. Some people labeled Hong Kong as a lame duck. We have to strive to get rid of this name.
 20. Do you believe that some monks have healing power?
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Speech by Secretary for Education and Manpower at UGC Reception for Outstanding Students
(English only)

Following is a speech by the Secretary for Education and Manpower, Mrs Fanny Law, at the UGC Reception for Outstanding Students at the Government House today (December 19):

Dr Lam, Mr Cheng, distinguished guests, outstanding students, ladies and gentlemen,

I am delighted to be here among distinguished scholars, outstanding students and renowned philanthropists who have made invaluable contribution to education in Hong Kong. Let me, first of all, thank Dr Lam for her thoughtfulness in organising this reception, the first ever, in recognition of the outstanding performance of our university students, and of the people and organisations that have made such achievements possible through their philanthropy.

I also wish to join Mrs Lam in expressing my gratitude to the Hong Kong Jockey Club for its generosity in supporting a 3-year scholarship scheme for outstanding Mainland students to pursue undergraduate studies in Hong Kong each year. The first batch of 136 students arrived in 1999. About half of them, I understand, are present today.

These students have enriched the campus life of our institutions, and injected an element of healthy competition. It is interesting to know, from a survey of Mainland students, how they compare themselves with local students. A large proportion of Mainland students considered themselves to be academically stronger and more mature. On the other hand, they considered Hong Kong students to be better in inter-personal skills. It is also gratifying to note that most of them found the scheme useful in broadening their horizon and beneficial to their personal growth.

To a large extent, the success of the scheme depends on how students make the most of it. I hope both Mainland and Hong Kong students will value the opportunities that the scheme provides in deepening mutual understanding of the culture and systems in Hong Kong and the Mainland, in building lasting friendship and in networking which they may find useful in future. Universities will facilitate, but the initiative rests with students to seek out the opportunities to enrich themselves during their undergraduate years. From student feedback, I am pleased to say that the scheme has clearly brought mutual benefits to both Mainland and Hong Kong students. Thanks to the Hong Kong Jockey Club.

Following the fine example of the Hong Kong Jockey Club, the K K Ho Foundation has donated \$20 million to sponsor another 50 outstanding Mainland students to study in Hong Kong. This is a most welcome boost to the scheme.

In a global economy, Hong Kong has to nurture our young people to become global citizens with an international perspective. To promote this objective, universities may admit non-local undergraduate students up to 4% of the approved student number but, for various reasons, the number of non-local students has remained below 2.7%, of whom some 80% are from the Mainland. We also encourage student exchanges with overseas universities so as to broaden the exposure of our students and bring foreign students into our campuses.

As we honour the Hong Kong Jockey Club and the K K Ho Foundation for their contribution to education today, I take this opportunity also to appeal to other community leaders and charitable organisations to follow suit in this worthy cause. Nothing is more important to the future of Hong Kong than investment in human capital, and universities are the nursery of leaders of tomorrow.

In recent years, the quality of our university graduates has been a subject of public concern. From time to time, employers have lamented about their English proficiency, problem-solving skills, and the work attitude. However, an employers' satisfaction survey earlier this year showed that employers are generally satisfied with our graduates. The overall performance score is 3.46 out of a scale of 5. In terms of English proficiency, problem-solving abilities and work attitude, the satisfaction rates are 51%, 59% and 76% respectively. Clearly, there is room for improvement, but the picture is not as bleak as what some reports may have portrayed.

The fact of the matter is: our good students are still very good, and the best, as those who are present today, are better than before. I can say, without any qualms, that many of my junior colleagues are undoubtedly brighter and more capable than I was when I first joined the Administrative Service some twenty odd years ago. The truth is: as tertiary education expands, students with more diverse abilities have the opportunity to attend universities. In a knowledge economy, we need more educated workers with a variety of talents and skills. We must not delude ourselves that university students nowadays are not as good as their predecessors. Our job is to bring out the best in our young people and help them blossom.

The outstanding students present today are shining examples of what our system is capable of doing. There are many more unsung heroes, for over 300 students from the UGC-funded institutions have won various international awards over the past two years. Let us do justice to our young people by giving credit where it is due, and giving them encouragement always to give of their best.

To all the young people here, I congratulate you on your achievements, and look forward to the day when Hong Kong will scale new heights under your leadership. Let me conclude by borrowing the words of John F. Kennedy: "Ask not what Hong Kong can do for you, ask what you can do for Hong Kong."

Finally, may I wish you all a Merry Christmas and happy New Year.

End/Tuesday, December 19, 2000

INDEPENDENT LEARNING CENTRE

PUBLIC SPEAKING SKILLS WORKSHOP

Peer Feedback Sheet

Name: _____

Topic: _____

Date: _____

OBJECTIVES	COMMENTS
<p>LANGUAGE</p> <ul style="list-style-type: none"> ➤ Pronunciation is clear ➤ Speech is fluent ➤ Grammar is accurate ➤ Vocabulary is appropriate and varied 	
<p>CONTENT</p> <ul style="list-style-type: none"> ➤ The speech is clearly structured ➤ Organization of content is logical ➤ Organization is clearly signaled ➤ Content is relevant ➤ There is a clear message ➤ Content shows originality ➤ Questions are well handled 	
<p>DELIVERY</p> <ul style="list-style-type: none"> ➤ Eye contact is appropriate ➤ Manner is confident ➤ Delivery is smooth with minimal pauses, hesitation or stops ➤ Gestures used are appropriate and not distracting ➤ Does not recite from memory nor read aloud from a prepared script ➤ Pace is appropriate ➤ Topic is covered in the specified time ➤ Audience rapport ➤ Audience interest maintained ➤ Voice is clearly audible 	

Improvement is needed in

Name of reviewer _____