

Dissemination of information is essential for good communication in all organisations. The presentation of papers can be the most efficient and effective, if done in a clear and interesting manner. This course looks at all aspects of the process, from writing the script to fit specifications, right through to hints and guidelines for the actual delivery. Participants will be asked to bring with them an outline for a paper, or the paper itself. Opportunities will be available to practise reading extracts from the paper and feedback will be given on aspects of delivery.

**Your Workshop Leader: Richard Ellis**

## LEARNING OUTCOMES

By the end of the workshop, delegates will know:

- how to identify the aims in presenting a paper and how to match these with the expectations and interests of the audience
- how to prepare the script, and hints for its delivery
- how to use visual aids to complement the verbal material

**Maximum number of participants: 8**

## KEY TOPICS

- Establishment of the brief – what exactly you are asked to do and wish to do
- Using a script: marking for emphasis/inflexion
- Structuring of the material: various methods of text organisation; creating a ‘good start’ and ‘crisp ending’
- Rules and conventions
  - how far are they sacrosanct?
- Aspects of delivery
  - voice projection and needs of microphone and amplification systems
  - the acoustics of the hall
- Congruence between verbal and non-verbal communication
- Handling questions
  - making best possible use of your chair

## **Outline Programme**

### **Welcome and Introductions**

### **Ingredients of Effective Presentations/ Presenting a Paper**

#### **Understanding your Audience**

- their expectations
- their attitudes

#### **Elements of Script Preparation**

*Refreshment break*

#### **First Round of Short Speeches**

- feedback and discussion

#### **Making Better Use of Visual Aids**

*Lunch*

#### **Preparation for Second Round of Short Speeches**

#### **Presentations**

- feedback and discussion

*Refreshment break*

#### **Aspects of Delivery**

- vocal projection and use of microphones

#### **Handling Questions**

#### **Action Plans and Evaluation**

#### **Close of Workshop**

\* Please bring a blank VHS tape if you would like to keep a recording of your performance(s)



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