

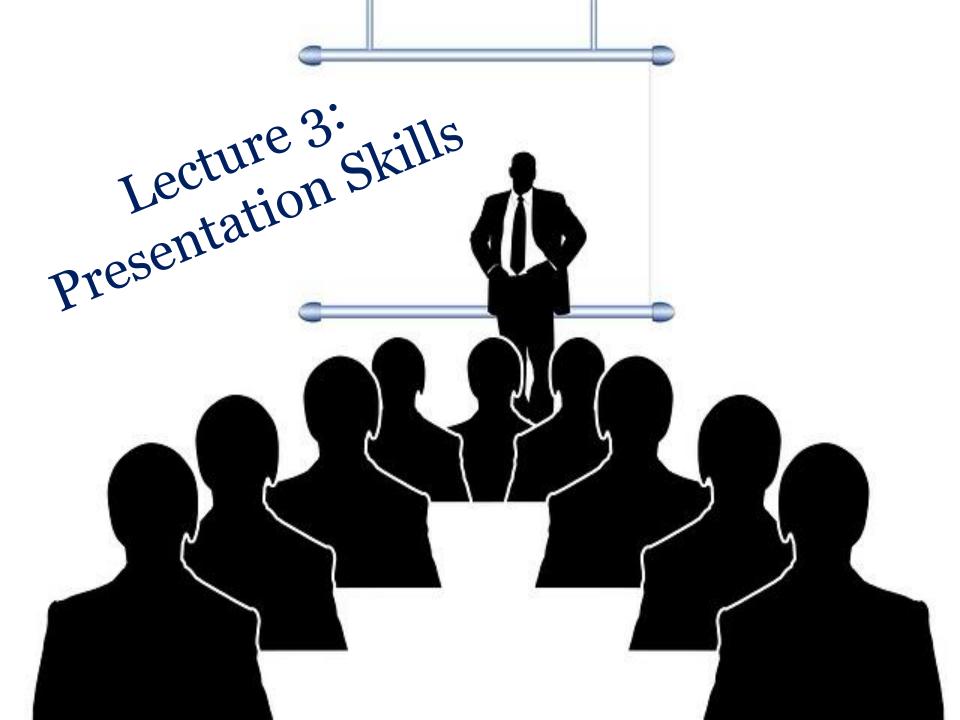


# Report Writing

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Credits to Dr.Yasmine Afify for content preparation

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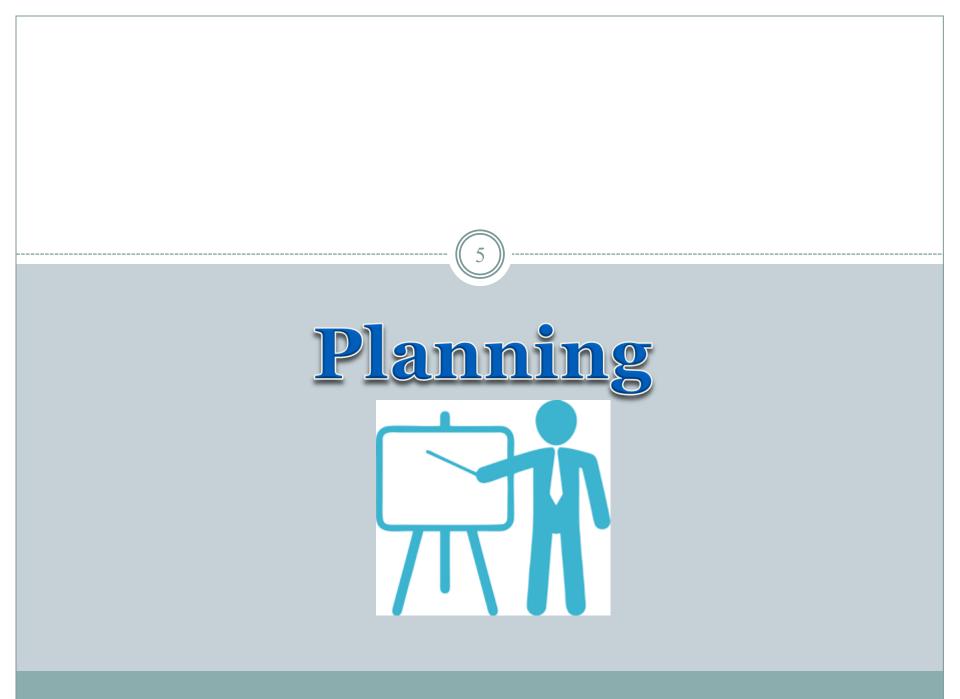


# Agenda

- General Tips
- Planning
- Structuring a Presentation
- Capturing Attention
- Handling Pressure
- Do's and Don't's
- Email Assignment Submission
- Presentation Assignment Task ©

#### General Tips

- **Preparation** and **knowledge** are the prerequisites for a successful presentation.
- **Passion** is a very powerful component in any successful presentation.
- Good presenting is about entertaining as well as conveying information.



#### Consider

- Who are the **audience**?
- What **points** do I want to deliver?
- How much **time** have I got?
- What **visual aids** are available? (You do not have to use them)

## **Questions to Ask Yourself**

#### • What is the **aim**?

• What are the main **points** I want to make?

• What is my **title**?

#### • Who am I **speaking** to?

What are the *benefits* to the audience of my product/report/speech?
What do they *know* of the subject?
What sort of *questions* will they ask me?

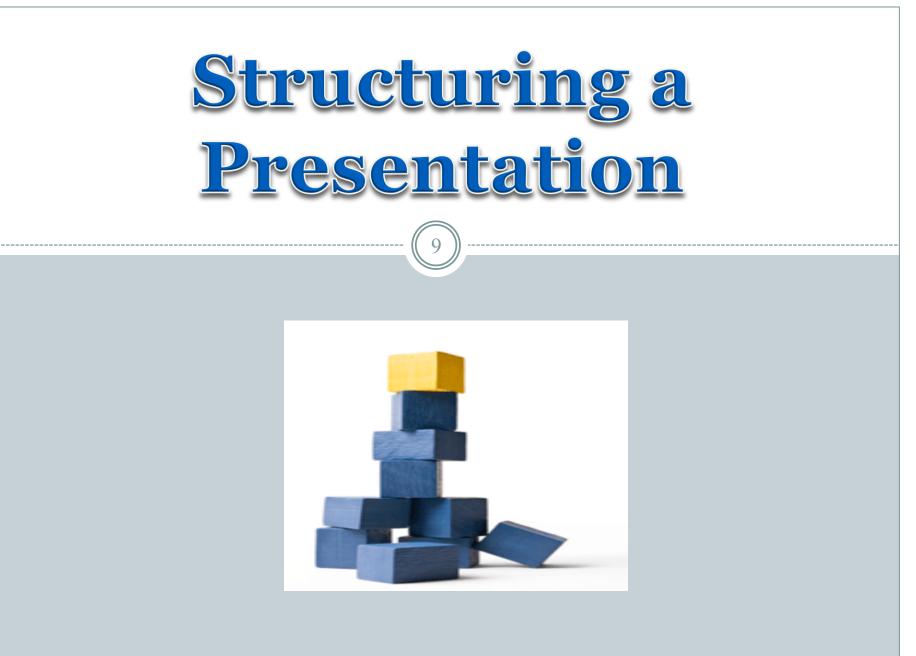
What do I want the **audience** to **do after** listening to my presentation?

• Are these people "*Decision Makers*"?



#### Preparation

- Write out your *main argument* or *conclusion*.
- Write out the **main points as headings and bullet points** on a series of index cards or on a sheet of paper.
- Visit the room and try out the technology.
- **Time yourself** making the presentation.
- Check the **dress code** of the event/situation where you are presenting your idea(s).



#### **Presentation Progress**

#### Tell them what you will tell them (**introduction**), tell them (**development**), tell them what you told them (**conclusion**).

#### Starting a Presentation

- Get people's **attention**.
- Welcome them.
- Introduce yourself.
- State the **purpose** of your presentation.
- State how you want to **deal** with **questions**.
- Give **Credits** to anyone who helped in preparing the content of the presentation.

#### **Exercise 1 (starting a presentation)**

#### Match the following statements (1-Many)

- 1. Welcome them
- 2. Introduce yourself
- 3. State the purpose of your presentation
- 4. State how you want to deal with questions

- a. Perhaps we can leave any questions you have until the end.
- b. Today I would like to discuss our failures in the Japanese market and suggest a new approach
- c. Good morning Ladies and Gentlemen
- d. Feel free to ask any questions
- e. I am responsible for travel arrangements
- f. This morning I would like to present our new professor.
- g. Thank you for coming today.

#### Exercise 1 (Solution) Match the following statements (1-Many)

- 1. Welcome them
- 2. Introduce yourself
- 3. State the purpose of your presentation
- 4. State how you want to deal with questions

- a. Perhaps we can leave any questions you have until the end.
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Sentences used to mark different stages of your presentation.

#### • Examples:

- When you want to make your **next point**.
- When you want to change to a completely **different topic**.
- When you want to give **more details** about a topic
- When you want to **refer back** to an earlier point.
- To repeat the **main points** of what you have said.
- For your **final remarks**.

#### Exercise 2 (signposting)



- 1. I'd like to move on
- 2. Let's turn now
- 3. I'd like to expand more
- 4. Going back to something
- 5. If I could just summarize
- 6. I'd like to quickly recap the main
- 7. I'd like to conclude

- a. on this problem in Chicago
- b. points of my presentation
- c. to the next point
- d. by leaving you with this thought...
- e. to our plans for next year
- f. a few points from John's report
- g. I said earlier

#### **Exercise 2 (solution)**

Match

- 1. I'd like to move on
- 2. Let's turn now
- 3. I'd like to expand more
- 4. Going back to something
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## **Presentation Body**

#### • Content:

- What **information** should you give in your speech?
  - $\times$  All your information should support your purpose.

• Quantity:

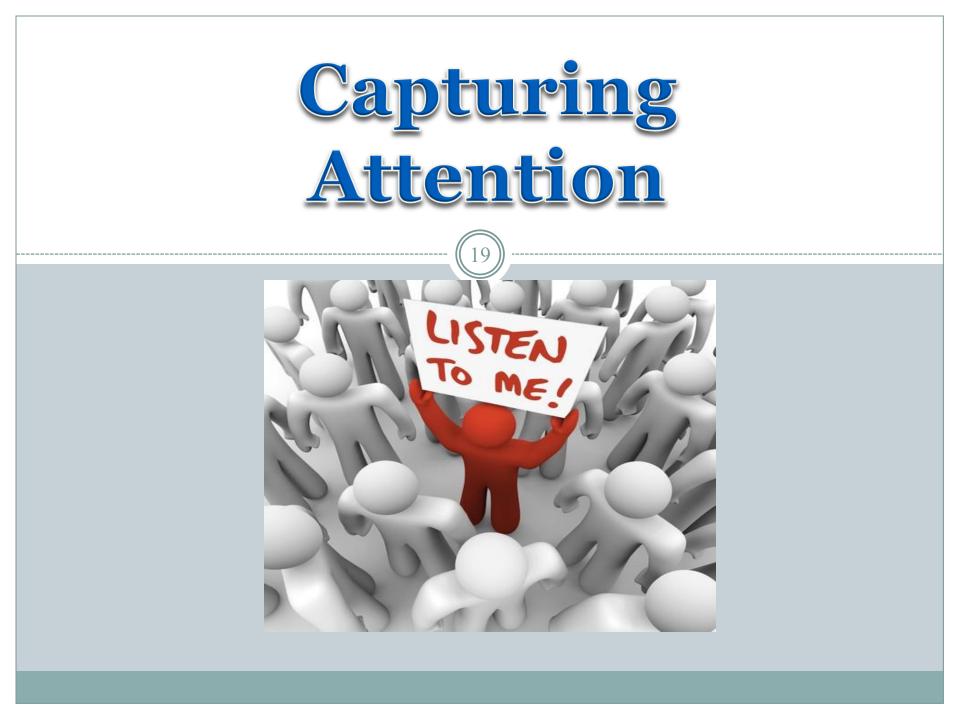
• How **much information** should you give?

#### • Sequencing your ideas:

- o Logical
- Chronological (ordered by time)
- Known to unknown.
- Problem / Solution.

#### Concluding

- Briefly **summarize** your **main** points.
- Thank the audience for listening.
- The end should be on a **strong** or **positive note**.



#### **Engaging the Audience**

- Capture **listeners interest** from the beginning.
- In the introduction, show how your subject or what you are going to say affects or may affect their lives.

Make it personal

#### **Attention Span**

- The average attention span of an average listener is
   **5-10 minutes** for any **single unbroken subject**.
- **Break up the content** so that no single item takes longer than few minutes.
- So don't just speak at people.
  - Give them a variety of content, and different methods of delivery and activities too if possible.

#### **Tips for Capturing Attention**

- Use **silence** to emphasize points.
- **Eye contact** is crucial to holding the attention of your audience.
- Involve your audience by asking them a question.
- **Don't read out** your talk.
- Build variety into the talk.

#### **Tips for Capturing Attention**

- Give an **unusual fact** or statistic.
- Use words like **you, we, us, our**.
- Illustrate with a **real life story**.
- Ask the audience to do something. "Raise your hands if you know".
- Ask the audience direct or rhetorical questions.

#### **Rhetorical Questions**

- A **question** that you ask **without expecting it to be answered.**
- In using such a question the speaker **appears to be having a dialogue with the listeners.**
- Examples:
  - How can we explain this?
  - What does that mean?
  - What can be done about that?

#### Body Language (Positive)

- Eye contact to keep audience attention.
- Facial expressions should be natural and friendly.
- **Posture** stand straight but relaxed.
- **Movement** to indicate a change of focus.

## Body Language (Negative)

- Loss of eye contact.
- Don't stare, or look blankly into people's eyes.
- Swaying back and forth.
- Back turned to the audience.
- Nervous ticks.
- Hands in pockets.





• Everyone feels fearful of presenting and public speaking to one degree or another.

"Many are ready to even die in battle, but few can face an assembly without nerves"



#### Handling Your Fear

#### Preparation and rehearsal

• Presentations which do not work well usually do so because they have not been properly prepared and rehearsed.

#### Experience

• Seek opportunities for public speaking.

#### Don't get hung up about being nervous.

#### **Friendly Faces**

- Look at your audience as **individuals**.
- Identify **friendly faces**.
- Avoid challenging audience.
- Whenever you're nervous, **get back to the friendly face.**

# Handling Questions

#### Good Question?

• Thank the person and answer it.

#### Irrelevant?

• Say so politely without embarrassing the person who is asking and get another question.

#### • Repetitive?

• Repeat the answer briefly and get the next question.

#### • Don't have an answer?

- Say so without being embarrassed, there is no one who knows everything.
- Offer to find the information or ask the person asking the question what they think.

#### **Group Presentations**

- Appoint a group coordinator and plan a timetable together.
- **Rehearse together** and get the timing right.
- Move from group member to another smoothly .
- Organize how you are going to answer questions between you.
- **Introduce everyone** at the **start** of the presentation.
- Don't sell out your team members 🙂.

#### **Presenting Your Work**

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- Be **enthusiastic**.
- Be **clear** and **confident**.
- Be honest.



# **Do's and Don'ts**

#### Do

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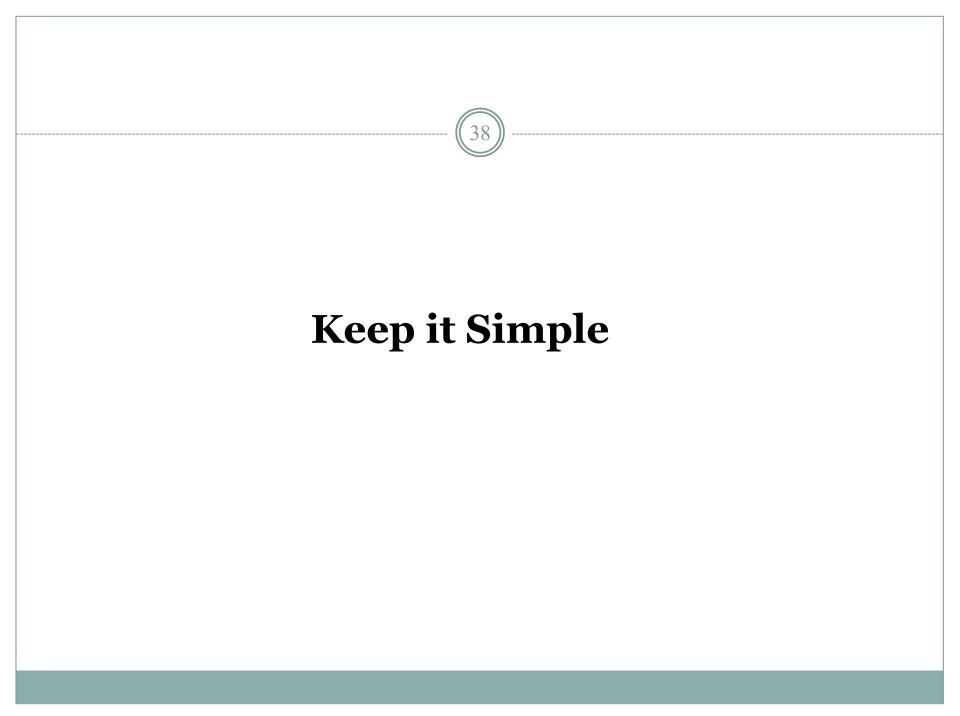
- **Know** your audience.
- Plan your presentation.
- **Rehearse**... Rehearse...Rehearse.
- **Check** the Presentation Language Grammar and Sentence Structure.
- Use **graphs** and **charts** instead of words whenever possible.
- Speak **clearly**, **firmly** and **confidently**.
- Smile 🕲

# Don't

- Say you did something that you didn't.
- Put anything in a presentation that you don't fully understand.
- **Respond** in a hurry (Listen carefully first).
- Overuse humor.
- Use Slang.
- Exceed the allocated time for your talk.
- Plagiarize a presentation without giving credit to the owner.

# **Tips for PowerPoint Presentation**

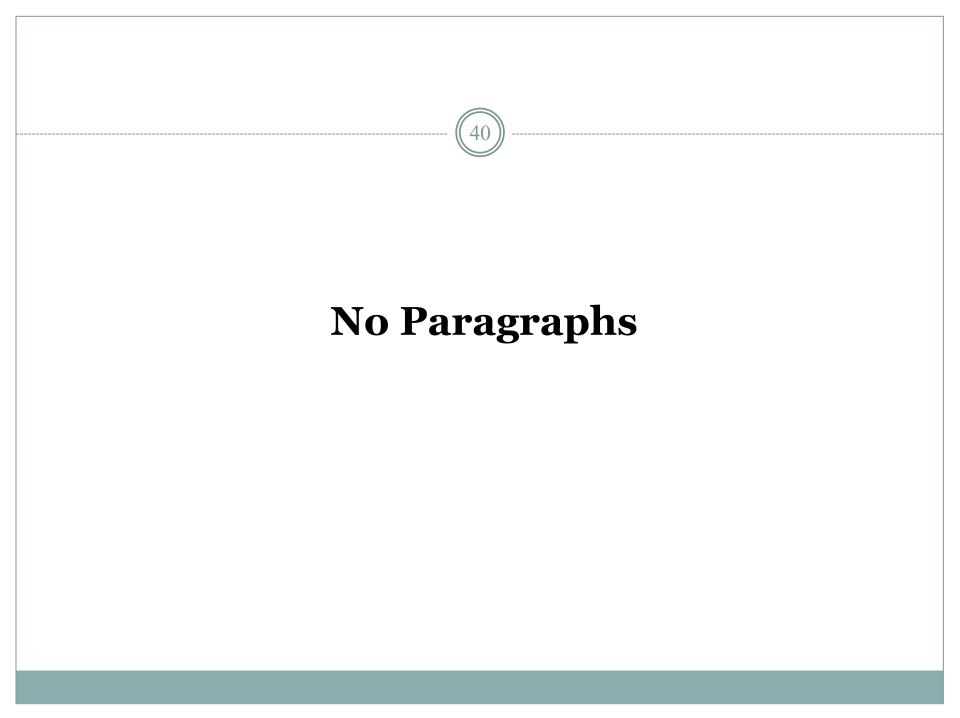






#### Choose readable colors and fonts





#### Gender Equality in Japan

According to the latest reports from the Japanese Ministry of Labor, 72% of part-time workers in Japan are women. This is the highest rate reported yet. The number of part-time workers has been increasing for years. For many women, full-time simployment is not available, or their family obligations makes it impossible for them to keep fulfime hours. Delow are some comments from some prometert japanese politicians.

 "Japanese work office environment is not yet conductive to gender equality"
 Shop Mataemate

UNDP

The conservatives,, want to keep Japanese society
traditional."
 Kebb Higgster

Tokyo Kasei University

#### Goal and Objective

- State the desired goal
- State the desired objective
- Use multiple points if necessary.
- Any relevant historical information
- Original assumptions that are no longer valid.
- Any relevant historical information
- Original assumptions that are no longer valid.
- Summarize the results if things go as proposed.
- What to do next
- Identify action items
- State the vision and long term direction

72% of part-time workers in Japan are women



#### Don't overload your presentation with animations

