Presentation in English I

(Summer Term, 2017)

Common lectures for the School of Multidisciplinary Sciences
The Graduate University for Advanced Studies (Sokendai)

2017 Summer Term

Time: Thursday 16:30-18:00 (5th slot)
Partly also on Wednesday, 2nd slot (10:45am-12:15pm)（NII）

Place:
NII (National Institute of Informatics): 12F Lecture Room 1 (1212) (Hitotsubashi)
   (http://www.nii.ac.jp/en/about/access/)
NIPR (National Institute of Polar Research): C201, C205, C401 (Tachikawa)
   (http://www.nipr.ac.jp/english/contact/direction.html)

Note:
1) Basically, all the lectures can be attended at the student's own campus.
Lectures by Informatics teachers and the evaluation sessions will be done at NII, and also provided by TV conference system to Tachikawa.
2) However, **students are encouraged to attend the lectures at NII, especially when they give their presentation for the evaluations.**
3) The **Initial Evaluation** presentation session will be on **April 26th(Wed) 2nd slot, and April 27th (Thurs) 5th slot at NII**. The **Final Evaluation** presentation session will be on August 2nd(Wed) 2nd slot and August 3rd (Thurs) 5th slot at NII.
4) Lectures by Ms. Jones will be given on Wednesday, 2nd slot at NII, and on Thursdays, 5th slot in Tachikawa.

Schedule:

No.	Date	Content	Teacher	Place
1.	April 20 (Th)	Orientation, Presentation	Cheung	NII (NIPR:TV) C205
2.	26(W)	**Initial Evaluation 1**	All	NII(NIPR:TV) C205
3.	27(Th)	**Initial Evaluation 2**	All	NII(NIPR:TV) C205
4N.	May 10(W)	Presentation N1	Jones	NII
4T.	11(Th)	Presentation T1	Jones	NIPR C401
5N.	17(W)	Presentation N2	Jones	NII
5T.	18(Th)	Presentation T2	Jones	NIPR C401
6N.	24(W)	Presentation N3	Jones	NII
6T.	25(Th)	Presentation T3	Jones	NIPR C401
7.	June 1(Th)	Writing 1	Houle	NII (NIPR:TV)C205
8N.	7(W)	Presentation N4	Jones	NII
8T.	8(Th)	Presentation T4	Jones	NIPR C401
9N.	14(W)	Presentation N5	Jones	NII
9T.	15(Th)	Presentation T5	Jones	NIPR C401
10.	22(Th)	Writing 2	Houle	NII (NIPR:TV)C201
11N.	July 5(W)	Presentation N6	Jones	NII
11T.	6(Th)	Presentation T6	Jones	NIPR C401
12N.	12(W)	Presentation N7	Jones	NII
12T.	13(Th)	Presentation T7	Jones	NIPR C401
13W.	19(W)	Presentation N8	Jones	NII
13T.	20(Th)	Presentation T8	Jones	NIPR C401
14.	27(Th)	Writing 3	Houle	NII(NIPR:TV)C205
15.	August 2(W)	**Final Evaluation 1**	All	NII(NIPR:TV)C205
16.	3(Th)	**Final Evaluation 2**	All	NII(NIPR:TV)C205

Details of each lecture:

Presentation

Prof. Gene Cheung (Department of Informatics)

   I will present material on good presentation technique and some English language skills.

Initial / Final Evaluation:

Ms. Caryn Jones　(Department of Polar Science, ThinkSCIENCE Inc.),

Prof.. Michael Houle (Department of Informatics)

Prof. Gene Cheung (Department of Informatics)

Prof. Ken Hayami (Department of Informatics)

   We will ask you to present on your research or study using slides:

     10 minutes presentation, 5 minutes discussion.

Presentation:

Ms. Caryn Jones (Department of Polar Science, ThinkSCIENCE Inc.)

          1. Giving an Effective Oral Presentation (90 Min)
              - Organizing Yourself –

1.What are the goals of making presentations at conferences/seminars/etc.?

2. What makes a bad oral presentation?

3. So, what makes a good oral presentation?

4. Practice: recognizing poor presentation skills and impact on the audience

5. Components of an effective presentation

6. Preparations for writing your presentation

7. Practical session and feedback

8. Last minute considerations/preparation

9. Summary

          2. Giving an Effective Oral Presentation (90 Min)
              - Making Your Message Clear –

1. Recap on important considerations for oral presentations – organizing yourself

2. Differences between spoken and written English

3. Knowing your audience

4. Focusing your message and organizing your presentation

5. Practical sessions

6. Feedback and summary

3. Giving an Effective Oral Presentation (90 Min)
- Creating and Using Effective Visual Aids –

1. Quiz on important considerations for oral presentations

2. What makes good and bad visual aids?

3. Organizing your supporting information (slides, etc.)

4. Practical session 1

5. Effectively delivering your spoken and visual message

6. Practical session 2

7. Feedback and summary

4. Giving an Effective Oral Presentation (90 Min)
- PRACTICAL SESSION

(Pre-session preparation for giving an oral presentation)

1. Brief recap on important considerations to remember during the practical session

2. Practical session

3. Feedback and summary

5. Giving an Effective Oral Presentation (90 Min)
- Handling Q&A and Networking –

1. Practical session to recap on important considerations for oral presentations

2. Purpose of the Q&A session and potential problems

3. Handling Q&A

4. Problem-solving

5. Practical session

6. Feedback and summary

6. Writing an Effective Oral Presentation (90 Min)
- Step-by-Step Process –

1 Practical session to recap on the components of an effective presentation

2 In detail, how to establish the "story" easily using a template

3 Practical sessions

4 Feedback and summary

7. Preparation of an Oral Presentation (90 Min)
- PRACTICAL SESSION –

(Presession preparation for giving a 5minute oral presentation)

1. In pairs, discuss and upgrade the structure of the prepared presentation (feedback)

2. Prepare rough visuals

3. In pairs, practice giving the presentation (feedback)

4. In pairs, prepare some possible questions and answers for Q&A (feedback)

5. Group feedback

6. Summary

8. Giving an Effective Oral Presentation (90 Min)
- PRACTICAL SESSION –

1. Practical session (each student gives a presentation plus Q&A)

2. Feedback

3. Summary

Writing:

Prof. Michael Houle (Department of Informatics):

I am planning to ask the students to read the titles, abstracts and introductions of several real research papers of varying quality, to critique them, and (as an exercise) to correct the abstract and introduction of one of them. Then, I am looking for examples of the students' own technical writing, especially the title, abstract, and introduction of any conference or journal paper that they have written.