

Giving Academic Presentations

Second Edition

Susan M. Reinhart

—ISA MICHIGAN SERIES IN ENGLISH FOR
••aPfi ACADEMIC & PROFESSIONAL PURPOSES

Ann Arbor
UNIVERSITY OF MICHIGAN PRESS

Contents

Introduction to the Second Edition	xi
Unit 1 Giving an Introduction Speech	1
Sizing Up Your Audience	2
Clarifying Your Purpose	2
Organizing Your Speech	3
Flow: First Look at Connecting Devices and Topic Shifts	6
Organization Indicator Statements	8
Beginning Your Speech	9
Concluding Your Speech	10
Tips for Overcoming Nervousness	17
Non-Verbal Behavior	18
Tips for Improving Non-Verbal Communication	19
Pronunciation: Pausing	20
Unit 2 Describing and Comparing Objects	28
<i>Part 1: Describing an Object</i>	29
Organization	32
Pointing with Words	36
Non-Verbal Behavior: Pointing with Your Hands	38
Using Adjectives to Describe an Object	38
Statements of Purpose	38
Organization Indicator Statements	40
Making Visuals	41
Tips for Enhancing Your Visual	43

<i>Part 2: Comparing Objects</i>	47
Maintaining Contact with the Audience	50
Pronunciation: Stress	51
Giving a Tour	55
Unit 3 Explaining a Process or Procedure	59
Introductions to Process Speeches	62
Organizing the Process: Connecting Devices	66
Explaining the Process: Tense, Voice, and the Imperative (Command)	67
Giving an Instructions Speech	69
Using Modals in Process Speeches	72
Examples of Cleft Sentences Using <i>What</i>	76
Gestures	79
Tips for Improving Hand Gestures	80
Tips for Using Computer Projection and the Blackboard (or Whiteboard)	82
Maintaining Contact with the Audience	83
Pronunciation: Intonation	86
Unit 4 Defining a Concept	93
Developing or Extending a Definition	100
Opening a Definition Speech	105
Formal Definitions	108
Defining Additional Terms	110
Concluding Your Speech	117
Tips for Concluding Your Presentation	118
Using Visuals with Outlines	119
Maintaining Contact with the Audience	120
Pronunciation: Intonation and Noun Phrases	123
Unit 5 Giving a Problem-Solution Speech	132
Signaling Problems or Disadvantages	136
Signaling a Solution	137
Referring to Graphs	137
Organizing Information	140
Listing	141
Speaking to Persuade: Providing Evidence	143
Anticipating Questions from the Audience	145
Ways to Critique a Solution	147
Evaluating Your Solution	148
Ways to Qualify Your Claims	149
Providing an Overview or Outline Summary	151
Tips for Answering Questions from the Audience	152
Pronunciation: Unstressed Words and Syllables	156

Unit 6 Putting It All Together	162
<i>Part 1: Presenting Biographical Information</i>	<i>162</i>
Controversies among Scholars	167
<i>Part 2: Presenting Research</i>	<i>171</i>
Summarizing the Methodology	176
Summarizing the Results	178
Referring to Handouts	180
Conclusions and Implications	181
Preparing to Present Your Research	182