

Presentations Skills to Train Teachers

Janet Orr
American Embassy
1st National English Teachers Symposium
May 2008

Introduction

- Effective presentation theory
- Learn techniques for effective training in your schools
- Techniques you have found effective!

Agenda

- Topics -
 - Theory
 - Preparing your presentation
 - Delivering your presentation
 - Planning steps
- Using "Shaping the Way We Use English"



Overview

- Give the big picture of the subject
- Explain how all the individual topics fit together



Vocabulary

- Define the terms as used in Shaping
- Provide examples of technical terms



Preparation - creating your presentation

- Aims and goals of presentation
- Logical sequence - rule of 3
- Practice and get feedback

The Presentation

- Relax - talk to your audience like friends
- Introduce yourself - aligned with audience
- Body Language
- Coordinating multi-media
- Questions and Answers
- Closing



More Information - handouts

- Coordinate handouts with the presentation
- List supplemental books, articles, electronic sources for further reference

Summary

- Briefly review what was presented
- Identify ways to apply training with colleagues
- Conduct training session
- Request feedback for improvement

