

ACADEMIC ENGLISH SUPPORT DESK NEWSLETTER

Osaka University - Multilingual Expert Program



PUBLIC SPEAKING BEST PRACTICES AND HELPFUL TIPS

Giving speeches can be intimidating, especially when it's in your second language. When you give a speech, remember that it is part performance as well as delivery of information. How you share your remarks with the audience will affect the way they receive and respond to your presentation. Here are some tips to keep in mind:

1) Be mindful of speaking speed and rhythm

People typically write out their speeches when preparing for an academic conference. Most presenters just dive right into their script and read it from start to finish. It is important to remember that your listeners also must process this information, so if you are just reading through a script, they are likely to lose track easily. Utilize commas and periods to help give yourself and the listener a break. Typically, a 1-second pause for commas and a 2-second pause for periods.

2) Where and how to emphasize information

Balancing the information in your script and on your screen is important and can be difficult. It is easy to just copy your speech onto a PPT, or vice versa. Be selective about what information you use in your speech. More of the information is usually given in the speech and less on the PPT slide.

If the information in your speech is important to the reader, then use attention-catching phrases such as "it is important to note here" or "please pay attention to...".

3) Verbiage

Where possible, avoid overusing jargon, especially in sentences consisting mostly of nouns. Instead, aim to keep sentences short & simple, with any jargon on your PPT, instead of in your script.



問合せ先
 大阪大学人文学研究科算面事務部
 マルチリンガル・エキスパート養成プログラム (MLE)
 〒562-8678 大阪府箕面市船場東3-5-10
 Email: multilingual@lang.osaka-u.ac.jp
 URL: <http://www.mle.osaka-u.ac.jp/>