

# ENGLISH FOR CONFERENCE PRESENTATIONS

## COURSE SYLLABUS - CLASS ONE

**Instructor:** Rachel Griffith

**Contact:** [rachelgriffithcnu@gmail.com](mailto:rachelgriffithcnu@gmail.com)

**Session:** January 9th - February 8th (5 weeks)

**Day / Time:** Tue/Wed/Thu, 11:00 - 11:50, 12:00 - 12:50

**Coaching / Proofreading:** TBD

### COURSE DESCRIPTION

This course is designed to prepare students to use English in conference settings. Trainees will develop English skills with a focus on efficiently transforming their academic papers into a speech that any audience can understand. This course will help practice and enrich communication skills by using English, as well as other important skills such as body language, intonation and creating visuals.

### COURSE OUTLINE

	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
Week 1	Introductions, Ice Breakers & Mastering Small Talk	Parts of an Academic Presentation	4-3-2-1 Fluency & Mini Presentation (Commercial)
Week 2	Beginning Your Presentation	Present with Style & Be A Better Storyteller	Expressing Your Opinion & Mini Presentation (Movies)
Week 3	Concluding Your Presentation	Gestures & Preparation for Mid Session Partner Presentation	Body Language & Mid Session Partner / Group Presentations
Week 4	Creating Engaging Visuals & Presentation Language	Presenting Visuals & Drama Activities	Public Speaking Activities & Mini Presentation ( Silent Movie)
Week 5	Impromptu Speech Practice & Final Presentation Preparation	Pronunciation & Questions	Analyzing Ted Talks & Final Presentations

### MATERIALS

There is no set textbook for this class. Handouts/handbooks will be provided. However, attendees are strongly advised to bring a dictionary, and to always have paper and a pen ready. It will be helpful to bring a laptop and pre-written abstracts for classwork and presentation days.

### ATTENDANCE POLICY

Please inform me if you are absent for any reason.

# ENGLISH FOR PRESENTATIONS AT CONFERENCES

## COURSE SYLLABUS - CLASS 2

**Instructor:** Trevor Brown

**Contact:** brown.trevor.e@gmail.com

**Day / Time:** Tue/Wed/Thu 11:00am - 12:50 pm

**Coaching / Proofreading:** Schedule to Be Determined

**Session:** January 9<sup>th</sup> – February 8<sup>th</sup>, 2024 (5 weeks)

### COURSE DESCRIPTION

This course provides a detailed overview of how to craft a good academic conference speech, including tips for what *not* to do. Over the course of 5 weeks, students will write up a speech of their own (including visual materials) centered on their academic interests. After students get feedback, self-edit, and rehearse their speeches, the course will culminate in final presentations given at the end of the session. Bear in mind that final presentations will be recorded.

### COURSE OUTLINE

<b>Week 1</b>	Syllabus Overview -> Meet and Greet -> Common Errors & Practice 1 -> Presentation Overview -> Introductions -> <i>Fun Topic: Toasting</i>
<b>Week 2</b>	Discussing your Research -> Introductions 2 -> Body Language & Gestures -> Voice Inflection -> <i>Fun Topic: Mock Topics</i>
<b>Week 3</b>	Research Overview -> Visual Elements and Tips -> Topics & Discussion -> <i>Fun Topic: Mock Presentations 1</i>
<b>Week 4</b>	Conclusion Overview -> Results & Limitations -> Feedback -> Rehearsing -> Q&A -> Handling Your Nerves -> <i>Fun Topic: Pronunciation</i>
<b>Week 5</b>	Final Presentation Overview -> Attracting Audiences & Keeping Their Attention -> Final Presentations

### MATERIALS

There is no set textbook for this class. Handouts and other materials will be provided by the teacher. However, attendees are strongly advised to bring a notebook and pen for taking notes.

### ATTENDANCE POLICY

You must attend 80% of classes (24 hours). Please inform me if you are absent for any reason.

### EVALUATION

Attendance	Participation	Assignments/Tasks	Total
40%	30%	30%	100%

## COACHING TIME & FEEDBACK

This course is designed to give students 1:1 coaching time. During this course you may schedule a 30 minute session with me on Tuesdays, Wednesdays or Thursdays from 10:00-11:00 to discuss a speech, a presentation or any other course work that you are working on. During this time I can help you correct or improve your work. You are each allotted 2-3 sessions. **It is required that you attend at least 1 coaching session.**

Additionally, if you would like to send a paper or a speech to me to correct or improve you may do so. I will read your paper on my own time and we can discuss it during your coaching time.

Please feel free to send me a message on Kakao or through my email at any time if you have any questions or if you would like to schedule a 1:1 session.

## EVALUATION

Attendance	Task Involvement & Cooperation	Tasks	Total
40%	30%	30%	100 %

# ENGLISH FOR PRESENTATIONS AT CONFERENCES

## COURSE SYLLABUS – CLASS 3

**Instructor:** Isaiah Winters

**Contact:** isaiahwinters1986@gmail.com

**Day / Time:** T, W, TH / 11:00-12:50

**Coaching /Proofreading:** Schedule to be determined (5 hours total, at least 30 mins. each)

**Session:** January 9<sup>th</sup> – February 8<sup>th</sup> , 2024 (5 weeks)

**Location:** 창조관 103 (Zoom.com Personal Meeting ID 765 439 1675 / Passcode 414137)

### COURSE DESCRIPTION

This course provides a detailed overview of how to craft a good academic conference speech, including tips for what *not* to do. During the program, students will write up a speech of their own (including visual materials) centered on their academic interests. After students get feedback, self-edit, and rehearse their speeches, the course will culminate in final presentations given at the end of the session. Bear in mind that final presentations will be recorded. A total of 5 hours of 1-1 coaching will be provided towards the program's end.

### COURSE OUTLINE

<b>Week 1</b>	Syllabus Overview -> Introductions -> Discussing Your Research -> Conferences -> Good and Bad Presentations -> <i>Fun Topic: Toasting</i>
<b>Week 2</b>	Introduction Overview -> Writing Your Speech -> Beginning Your Presentation -> Agenda & Transitions -> <i>Fun Topic: Roasting</i>
<b>Week 3</b>	Research Overview -> Methodology & Literature Review -> PowerPoint Dos and Don'ts -> Visual Elements and Fonts -> <i>Fun Topic: Gestures</i>
<b>Week 4</b>	Conclusion Overview -> Results & Limitations -> Feedback & Self-Editing -> Rehearsing -> Q&A -> Handling Your Nerves -> <i>Fun Topic: Pronunciation</i>
<b>Weeks 5</b>	Final Presentation Overview -> Attracting Audiences & Keeping Their Attention -> Networking -> Final Presentations

### MATERIALS

There is no set textbook for this class. Handouts and other materials will be provided by the teacher. However, attendees are strongly advised to bring a notebook and pen for taking notes.

### ATTENDANCE POLICY

Students must attend 80% of class hours to pass the course. (80% = 24 hours = 12/15 days)

### EVALUATION

Attendance	Participation	Assignments/Tasks	Total
40%	30%	30%	100%