

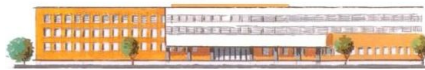
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Guide for Key Competence ‘Linguistic’

“ Oral Expression ”



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Disclaimer



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Objective

To improve your linguistic competence in oral expression you must prepare presentations and make presentations in which certain evaluation criteria will be taken into account, differentiating between the oral presentation and the presentation document delivered.

Oral presentation.- Evaluation criteria

PLANNING

- Make an introduction
- Development according to the topic and at the time of the presentation
- Conclusion according to the topic and the time of presentation

DEVELOPMENT

- Fair distribution of presentation
- Synthesis of the contents exposed according to the time spent
- Accuracy
- Certainty in the presentation
- Use examples

DEMONSTRATION

- Practical demonstration of the exposed contents

QUESTIONS

- Proper resolution to questions

ORATORY

- Voice tone
- Clarity, fluency, good use of words
- Scenario management, displacements



Presentation document.- Evaluation criteria

Structure of the presentation (Front page, index, farewell and acknowledgments).

Resources used in the presentation: tables, images, conceptual maps, graphics. animations / transitions, readable text etc

The document to be made must follow the following structure:

1. Front page
2. Table of Contents.
3. Introduction.
4. Development. Structure the content in sections. Important!
5. Conclusion
6. Bibliography and most important webgraphy.
7. Farewell and thanks.

In addition, the resources used will be evaluated, such as images, tables, etc.

Remember to make a presentation with animations, transitions, dynamic, introducing the text little by little so that it is readable for the public and is entertaining.

Examples

The attached document "1-Synopsis" is an example of some of the evaluation criteria indicated.



Interesting sites addresses

1. <http://www.modelopresentacion.com/>
2. http://www.upc.edu/slt/comcomunicar/files/consells_oral_es.pdf
3. <https://blog.prezi.com/es/7-brillantes-formas-de-comenzar-una-presentacion/>

Applications to prepare presentations

1. Prezi
2. Google Docs. Presentations
3. LibreOffice. Impress

Recommendations for public speaking

1. Take breaks ... the art of public speaking is knowing how to make silences.
2. Speak loud and clear.
3. If possible, make variations in the tone to avoid the monotony of the speech or talk.
4. Look in the eyes of the public.
5. When present, pronounce your full names and surnames; this causes remembrance.
6. Always keep a slight smile on your face.
7. Prepare the subject according to the objective you want to achieve in the audience.
8. Talk about a topic you know or what you feel you have something to say.
9. Anticipate potential questions from the audience.
10. Do not look for words, but facts and images and copious will come the unwanted words.
11. Practice over and over again until you master the subject, body and diction.
12. Visualize yourself speaking successfully in front of the audience.
13. Inhale, hold the air for a few seconds, walk to the center of the stage, smile, look at the audience, let two seconds pass and at the same time exhale with a strong voice, say hello and say your name.
14. Never say things like: "I do not know how to start" ... "I'm nervous but ..." "I can not think of anything to start ... or worse" What do I say? ... "
15. Avoid walking unnecessarily from one side of the stage to the other.



16. Avoid playing with your accessories, watch, rings, chains, spheres or pointers; these elements distract the public and yourself.
17. Try not to point and constantly unravel your jacket, fix your hair, adjust your glasses and especially do not put your hands in the pockets of your pants or jacket.
18. Avoid coffee, dairy or candy, before a presentation.
19. If your mouth is dry, drink water quietly and if this does not help, a drop of lemon or a little salt will solve this problem.
20. Identify the needs of your audience.
21. Avoid reading audiovisual aids; they are to reinforce an idea in the public.
22. Say: video projector, not Video Beam.
23. If you use a microphone, keep it two inches away from your mouth while you speak.
24. Avoid having markers or pointers in your hand.
25. Do not turn off the lights in the room. If required, do so for a maximum of five minutes.
26. When someone asks a question, look at it carefully, respond to the entire audience and finish with a look at who asked.
27. End the talk by saying thank you and leave the stage.
28. Do not memorize your talks; Use your notes naturally.