

Oral Speech Practice Course

1. Objective

The aim of this course is to provide participants with tools to help them improve their communication skills in international settings such as academic forums, conferences, project presentations, workshops, etc. The course also deals with the practical aspects related to the techniques of giving a good presentation as well as with the skills needed to participate in debates.

2. **Setting:** in-class learning

3. **Duration of course:** 20 hours

4. **Course schedule:** 2 hours per week: Wednesdays, 9:00 to 11:00, beginning on 10 October and finishing on 12 December.

The attendance to the course is obligatory, except for very justified causes. A diploma will be given to the participants who have attended all the sessions.

5. **Maximum number of participants:** 15

Selection criteria:

1. Accredited level of English
2. Seniority in the doctoral program

6. **Teaching team**

The teachers for this course will be made up exclusively of teachers from the Centro de Linguas da Fundación Universidade de Vigo

7. **Methodology**

The course takes a primarily practical approach to its subject. Students will analyze real-world cases and practice speaking and giving presentations in authentic simulacra of international academic meetings and conferences.

Special emphasis will be placed on understanding the most common communication difficulties and making changes to improve presentation and debating skills.

8. Course content

TOPIC I: Preparing a presentation

- I.1. How to approach a presentation. Thinking of the audience
- I.2. Managing equipment used for a presentation. Creating effective slides, videos, audios, etc.
- I.3. How to make the presentation fit time restrictions
- I.4. Choosing the most relevant information

TOPIC II: The 3 phases of a presentation: introduction, development of the main points, and conclusion

- II.1. Techniques of verbal communication
- II.2. Techniques of non-verbal communication: gestures, posture, timing, etc.
- II.3. The introduction
- II.4. The development of the main points: discourse markers
- II.5. The conclusion
- II.6. Describing a table, graph, or image
- II.7. Web resources for improving presentations.

TOPIC III: After the presentation

- III.1. Question and answer session
- III.2. Critical analysis
- III.3 Opportunities for improvement

TOPIC IV: Terminology used for making a presentation

- IV.1. Spelling errors
- IV.2. Pronunciation errors
- IV.3. Vocabulary errors
- IV.4. Redundancy
- IV.5. Numbers
- IV.6. Statistics

IV.7. Abbreviations and acronyms

IV.8. False friends

IV.9. Phrasal verbs

IV.10. Forming questions

IV.11. American English vs. British English

IV.12. Scientific and academic communication styles in English