Buku Public Spekaing

by Nine Febrie

MY FIRST INTERNATIONAL SEMINAR
A Complete Guidance for Dummies

Nine Febrie Novitasari

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Penulis :
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PREFACE

Sharing is the main goal in writing this book. The rationale for developing the book is because many of our fellow lecturers are very new to international seminars and think that presenting in an international seminar is merely a dream. That is when I decide to help realize that dream.

This book completely offers everything needed by beginner international public speakers. Underlying theoris are clearly presented along with examples of phrases commonly used in international seminars to make it easier to understand.

This book is expected to be beneficial to create powerful public speakers, since great speakers are made, not born.

Author

MAPPING OF CHAPTERS

Chapter 1. International Seminar: A-Z			
Learning Objectives: 1. Defining international seminar 2. Explaining characteristics of international seminar 3. Distinguishing the differences between seminar and other forms of academic events			
Sub Chapter	**Language Function**	**Socio-cultural Function**	**Task**
Sub Chapter 1: A Glimpse of International Seminar	Comprehending Explaining	• Characteristics of seminar • Characteristics of conference	• Discussion • Matching

Chaper 2. Public Speaking			
Learning Objectives: 1. Explaining the advantages of public speaking 2. Describing the basic principles of public speaking 3. Distinguishing pubic speaking from casual conversation 4. Explaining the benefits of public speaking			
Sub Chapter	**Language Function**	**Socio-cultural Function**	**Task**
Sub Chapter 1 Basic Principles of Public Speaking	• Comprehending • Explaining • Describing	• The purposes of public speaking • Characteristics of public speaking • Characteristics of casual conversation	• Short answer • Discussion
Sub Chapter 2: Keys to Succesful	• Comprehending • Explaining	• Keys to succesful public	• Multiple choice • Discussion

Public Speaking		speaking	• Retelling

Chapter 3. I'm A Great Speaker

Learning Objectives:
1. Explaining the vital aspects of public speaking
2. Performing an oral presentation

Sub Chapter	Language Function	Socio-cultural Function	Task
Sub Chapter 1: Strategies to be A Good Speaker	• Describing action	• Gestures in presentation • Audience adaptation	• Multiple choice • Short answer • Discussion
Sub Chapter 2: Are You A Glossophobic?	• Describing • Explaining • Comprehending	• Glossophobia causes • Glossophobia symptoms • Glossophobia treatment • Power poses	• Discussion • Self assesment
Sub Chapter 3: How to Deliver A Presentation	• Getting audience's attention • Welcoming the audience • Introducing a topic • Structuring a presentation • Leading a question • Transitional phrases	• Audience adaptation • Presentation ethic	• Discussion • Note taking • Performance

	- Emphasizing things - Giving examples - Paraphrasing - Concluding - Summing up a presentation - Closing a presentation - Opening a discussion - Inviting a question - Ice breaking phrases - Asking for a repetition - Rechecking our understanding - Thanking an addressee - Showing nescience - Handing over a chance to speak - Checking addressee's understanding - Asking for an opinion - Giving an opinion - Showing agreement - Showing disagreement		

	• Setling an argument • Interrupting • Letting an interruption • Ending a discussion		
Chapter 4. Powerful PowerPoint Presentation			

Learning Objectives:

1. Creating a powerful PowerPoint presentation

Sub Chapter	Language Function	Socio-cultural Function	Task
Sub Chapter 1: The essence of PowerPoint Presentation	• Explaining • Summarizing	• Principles of PowerPoint presentation	• Short answer • Discussion
Sub Chapter 2: What Do You Have in PPT Slides?	• Explaining • Sequencing	• Parts of PowerPoint presentation slides	• Discussion • Performance
Sub Chapter 3: Strengthening PowerPoint Presentation	• Explaining • Analyzing • Comparing	• Characteristics of powerful PowerPoint presentation	• Reading • Performance

Time Allotment

1 semester	: 10 weeks
	20 meetings

1 week	: 2 meetings
	4 hours (2 x 2 x 45 minutes)

1 meeting	: 2 hours (2 x 45 minutes)
1 hour	: 45 minutes

Notes:
1. Tutors can adjust the allocation of time based on the progress of the course participants.
2. Tutors can add remedial and enrichment activities in accordance to the character of the school and course participants in each school.

Objective:
At the end of the course, participants are expected to be able to demonstrate the language and socio-cultural functions embedded in each chapter.

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CHAPTER 1
International Seminar: A- Z

The word seminar is originated from the Latin "seminarum", which means "the land where you plant seeds.

A GLIMPSE OF INTERNATIONAL SEMINAR

> Seminar is a form of academic activity held by an educational institution, a professional organization, or a commercial organization. Seminar is also said as a special meeting with technical and academic aims to conduct a thorough study on a particular topic by solving problems that requires interaction among seminar participants who are assisted by a professor or a scholar.

Seminar can be classified into several categories, such as educational seminar, business seminar, and entrepreneural seminar. When it comes to academic field, seminar can be defined as an activity made for the delivery of a scientific work by an expert or a researcher presented to participants. Thus, at the end of the seminar, the expert and the participants can make the same decision on a scientific work. Seminar is often carried out through a dialogue with a seminar moderator, or through a presentation of research results in a more formal form. The participants are usually not beginners in the topics discussed. Seminar participants are usually lecturers, teachers, students, and other kinds of academic.

Seminar is usually held in one day. Seminar is opened with a general view by an authorized person appointed by the committee so that the purpose of the seminar is directed clearly. Then, following is a panel presentation. In this session, an expert is invited in advance by the commitee to deliver a speech with a topic in accordance with the seminar topic. After that, the seminar participants are divided into several groups to discuss further issues in separate rooms. This is called parallel presentation. Each room usually accomodates three parallel speakers. Participants who are interested in the topics presented may enter the room, but the number of participants is usually limited to twenty. A

moderator assigned by the commitee will help facilitate the presentation.

An institution can hold an academic seminar, either national or international. To some people, international seminar is usually more preferred than national seminar since it offers greater opportunities to meet researchers not only from home country but also from other countries. At international seminars, we will also get the most up-to-date knowledge because usually the articles presented are from the latest research.

If we have never attended any international seminar, we may feel uneasy with the atmosphere. Essentially, international seminar is not really different from national seminar. The differences lie only on the registration fee, which is much costly than that of the national one, and of course the use of English as the medium of instruction. Therefore, the ability to communicate in English is a must if we want to present a paper in an international seminar.

A lot of academic events are held annually at many campuses. Some are in the form of seminar, some others are in the form of conference. Frequently we find brochures of international and international conferences held by an educational institution. However, having looked at the content, we can hardly find the differences. The format and the general rundown of both events are similar. That is why we think that seminar is similar to conference. Seminar and conference are similar in a way that they are a meeting of several people. However, still seminar is slightly different from conference. Their first difference is that seminar is usually academic, while conference can be a meeting on academic field, trade, or business. Another difference is on their main objectives. Conference's aims are discussion, problem solving, and consultation. On the other side, seminar brings together a small group of people to learn a particular topic. Seminar is usually held in one day (it can be recurrent, though), while conference can last for several days. Then, compared to conference, seminar is less formal. In addition to that, the discussion as the key feature of seminar cannot be found in a conference. In addition to that,

usually a conference tends to be the most prestigious forms of events as well. The formats of presentation in a conference are varied: parallel paper presentation, roundtable presentation, workshop presentation, and poster presentation. An example of this is TEFLIN conference that is held annually by Teaching English as a Foreign Language in Indonesia (TEFLIN) organization. Every year, TEFLIN conference is held at a campus that is chosen as the host of the event.

Many institutions hold international seminars annually, so the information can be found easily by opening the websites of the campus and brochures shared online. The followings are examples of international seminar brochures. In the brochure, we can find information dealing with the name of the seminar, the topic and sub topics, the seminar date and venue, the procedure of registration, and web address/contact person line.

Source: https://bit.ly/2kLoJfX

Source: https://bit.ly/2kj1Tfo

ACTIVITY

1. Work in a group of three. Analyze the brochures provided and discuss what information you find in the brochures.
2. Find seminar and conference brochures. Discuss with your friends the differences between seminar and conference based on the information in the brochures you find.

EXERCISE

Match the words below and choose which describe seminar and which decribe conference.

last for several days

less formal

limited participation

held at hotels

consultative

active participation

extended

A large number of attendees

REFLECTION

Did I do well on the quiz?
YES   NO

The reasons why I could/ couldn't do the quiz well are:
....
....
....
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CHAPTER 2
Public Speaking

There are only two types of speakers in the world. 1. The nervous and 2. Liars.

– Mark Twain –

Barrack Obama is the first African American to serve as the president of the United States, and we all know that he is a person with a great public speaking skill. His words have an influence on others. We can see how strong the influence of public speaking skills a person has. Words not only influence, they even change the world.

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A. BASIC PRINCIPLES OF PUBLIC SPEAKING

The Merriam-Webster Dictionary defines public speaking as "the act or skill of speaking to normally large groups of people". However, what is actually public speaking? Zarefsky (2007), in his book entitled Public Speaking Strategic for Success, says that public speaking is a continous communication process in which messages and signals circulate back and forth between speaker and listeners. Public Speaking is a branch of Communication Studies (Rhetoric). Rhetoric is the art of verbal communication done by a person to a number of people face to face. Speeches, moderators, MC (Master of Ceremony) and presentations are the examples.

The idea of speaking in public is probably the most hated one. However, why is public speaking skill important to master? We may ask this question if we have never thought of doing one before. Public speaking skill is required if we work in business, educational, or public service field. Public speaking is not merely about talking to audiences and speaking about a certain topic.

"Public speaking is the art of diluting a two-minute idea with a two-hour vocabulary"

De Vito (1994) mentions some advantages of learning public speaking. First, it enhances academic and career skills because we can learn how to improve skills at explaining complex concepts clearly, supporting arguments with definite persuasion, and presenting ourselves to others with full confidence, exploring broad issues, and understanding others and being able to be considerate of them. Besides, learning public speaking teaches us how to develop and improve communication skills, such as skills at improving self-concept and self-esteem, developing logic and emotional appeal,

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conveying constructive criticism, and listening. By learning public speaking, we can also improve the ability to speak in public. We can be a public speaker through instruction and self-learned experiences so we can be a more confident and effective public speaker.

Navaković and Teodosijević (2017) mention that acquiring public speaking skill is what will make a key qualitative difference between our success and failure. Nikitina (2012) justifies that public speaking has personal and social benefits. She argues that speaking in front of other people with our sincerity expands our social circle. This also increases our self-confidence, communication and organizational skill, and persuasion ability. In addition to that, our social influence and power to control over emotion and body language are greater.

Public speaking is usually aimed at persuading, teaching, campaigning, explaining, and informing things. Its dynamic nature enables us to read how someone thinks of ideas. Concerning how powerful public speaking can be, we cannot assume that a simple speaking technique is enough to enable someone to influence, to persuade, to change, or even to conquer others for a particular purpose.

If we have never done a public speaking, we will find it really uncomfortable to stand in front of many strangers who are staring at us, ready to throw us questions. Basically, public speaking is doable to learn. It is not a skill we are born with. That is why public speaking skills are taught at school or campus since public speaking is different from casual conversation.

Watch Video 1 (How Public Speaking Differs from Casual Conversation) or open link https://bit.ly/2JHvUiI to know how public speaking is different froom casual conversation.

Based on the video, it is explained that public speaking and casual conversation are the same in a way that they both aim to inform, persuade, or entertain the audiences. However, they are different in their structures and modes of delivery. Public speaking is structured and done in the formal mode of delivery. Meanwhile, casual conversation is not structured and done in the informal mode. The speakers do not have to use formal style and the communication is usually back-and-forth. In public speaking, the audiences cannot engage with the speaker when he/she is delivering his/her speech.

Zeoli (2019) mentions some principles of public speaking that he developed as a media coach. The principles include how we relate the perception, perfection, visualisation, discipline, description, inspiration, and anticipation of pubic speaking with their real implementations. These principles are the secret to effective public speaking.

1. Perception: Stop trying to be a great "public" speaker.

Instead of focusing on the "public" at the expense of the "speaking', it is better to focus on the speaking and let go of the "public". Speak in a relaxed and comfortable way like we do daily. Sometimes, when it comes to speaking in public, we are not who we really are. We concern more on how to please the audiences with visual "attraction" and ignore the sincerity. Be our true selves; talk directly to people and make an emotional attachment with them.

2. Perfection: When you make a mistake, no one cares but you.

Making a mistake in a presentation is a normal thing, but when it happens, we have to keep going. Sometimes, it

is only we who notice the mistake. Do not make this little thing distract our focus on the presentation. Never apoligize for doing a simple mistake unless it is really shattering.

3. Visualisation: If you can see it, you can say it.

We need to believe in the power of positive visualisation. Success people out there usually share the same habit: practicing visualization to achieve their goals. Close the eyes and visualise good things so we can reach our goals. This strategy is also a way to fight anxiety. Visualising on a consistent basis means that we prepare our mind to conquer any feelings of anxiety. Practice in the place where no one else can see us: in mind.

4. Discipline: Practice makes perfectly good.

There is no such a thing called perfect public speaker. Instead of trying hard to be perfect, making an attempt to be an effective speaker is more reliable. Practice makes perfect does make a good speaker. Every professional practices daily, and it applies the same to professional public speaker.

5. Description: Make it personal.

Personalising our messages will generate the best response from audiences. People tend to like stories. They like listening to our experiences, triumphs, or jokes. Telling such things engages the audiences effectively. This also warms up the audiences and help overcome any nervousness.

6. Inspiration: Speak to serve

The main goal of our presentation is to benefit the audiences. We need to think of a way to help our audiences achieve the messages we deliver. Thus, just take the focus off ourselves and shift it to the audiences.

7. Anticipation: Always leave the audiences wanting more.

Less is more. Making our presentation a little bit shorter than anticipated can surprise the audiences. It is better to make the audiences wish us to give a little longer speech instead of making them fidget in their seats, waiting for us to end our presentation.

Do you know the people in the pictures? In pair, discuss what you know about them and what makes them great speakers.

1

Source: https://bit.ly/2lSex5s

2

Source: https://bit.ly/2mkhRG2

WOMEN'S MEDIA CENTER

3

Source: https://cnb.cx/2lVs6Bn

4

Source: https://bit.ly/2kBF5rD

EXERCISE

Answer the following questions briefly!

1. How do you define public speaking?
2. What are the purposes of public speaking?
3. Mention the advantages of public speaking!
4. What do we need to have great public speaking skills?
5. Why is public speaking different from casual conversation?

REFLECTION

Choose your current level. Which one best describes your understanding on the topic?

How well do I understand?

1 I can do this and explain it to someone else

2 I understand and can do this by myself

3 I need more practice

4 I don't understand this yet

B. KEYS TO SUCCESSFUL PUBLIC SPEAKING

The mastery of good public speaking has now become a necessity for many people. That is why public speaking training is increasingly in demand. Many theories discuss the topic of public speaking. Nonetheless, public speaking is actually not a theory. It is how we do and practice it. Summarized from Sundmann (2010), Nikita (2012), Gallo (2014), and Ryan (2016), here are the keys to successful public speaking.
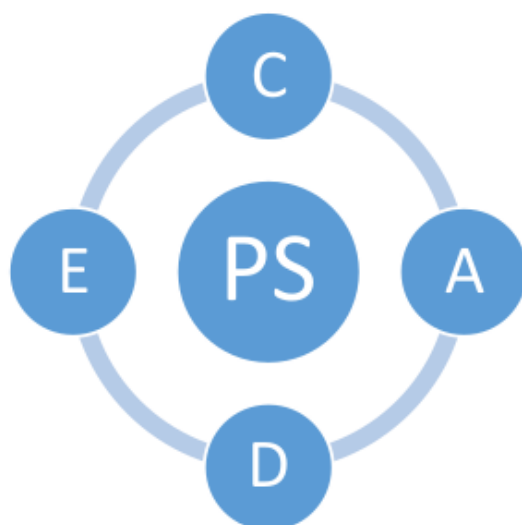
Figure 1. What Makes A Good Public Speaking

1. Content

People say that nonverbal aspects such as gesture and neat appearance are what matter most in a presentation. It may be true for some people. However, what is the use of such things without a clear content? Content is what we want to explain, inform, and deliver to audiences. Content is what the audiences want to know and learn from us. Content is the centre of our presentation. It is the king. Hence, it is important that we do some research before presenting the topic. Having in-depth knowledge of the topic we deliver shows our capability and profesionalism. This also shows that we have mastered the topic well.

2. Audience

Audience is the second most vital key to successful public speaking. We are speaking to and for audiences. Keep in mind that we can prepare our speech better if we know and understand the backgrounds and needs of our audiences. To connect with the audiences, we need to ask ourselves, what do the audiences want? What do they expect from our speech? We cannot assume that they are like us. They may have geographic and cultural biases. Thus, audience analysis is recommended to do prior to our presentation. Knowing their age, gender, education level, culture, or language helps build the relationship between the audiences and us. Be an audience-centered speaker. Specifically divides the analysis into two parts: demographic audience analysis and situational audience analysis. The former involves identifying important demographic traits of our audiences, and the latter involves identifying traits of the audiences unique to the particular speaking situation at hand

3. Delivery

In whatever kind of speech we are, we have to find a way to make the audiences engaged with our presentation. We want the audiences to listen and pay attention to us, and surely we do not expect any bored and sleepy audiences. Schiefelbein (2017) suggests some important factors to handle in public speaking: eye contact, enunciation and pronunciation, gesture and movement, and paralanguage. Making eye contacts with audiences make people trust us. Articulate and pronounce words clearly so the audiences will understand us. Gestures and movements work effectively if done in sync with our words. Do not make any unnecessary gestures or movements. Then, watch the rate, tone, and pitch of our speech. The combination of the three conveys emotion, confidence, and power during a presentation.

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"When I feel nervous, I always make unnecessary movements like squeezing paper or always holding on to the table. Then I begin to ramble and deliberately slow down my voice so that the audiences do not know if I feel anxious"
−Diana, student-

4. Effect

A speech with effects will be memorable and meaningful to the audiences. How can we deliver a speech with effects? Speaking with effects is about how we are looked at and how we get feedback that is important. Personal examples and stories are the answer to it. We can tell stories to reach people's hearts and mind. Stories stimulate and engage the human brain. They help connect us, the speaker with the audiences and persuade the audiences to agree with our point of view. Thus, when we are telling our story, we should not speak from outside the experience using memorized words. Instead, we need to speak from our own experience using personal perspective to help the audiences feel, see, and hear what we feel about our topic. However, it is not just merely telling stories. We cannot tell a story because we think it is fascinating for ourselves. Further, it must have an end point that means something for the audiences.

Which are your audiences?

Source: https://bit.ly/2kNW2yO

or

Source: https://bit.ly/2mcezFp

Understanding the keys to successful public speaking is not enough to deliver a good speech. There are things supporting the success of public speaking that we call public speaking rules. Morgan (2016) suggests some speaking public rules that we can follow to make a good speech. These keys build our profesionalism and help us deliver the speech well.

First, we should always tell the truth in our speech. It is normal for humans to have limitations, and so do we as a public speaker. It is impossible to know and master everything. Do not feel afraid or worried if we do not know about a certain thing. Own up to it and believe that everything will be okay. Second, we need to crush our topic. It is true that we are not going to know everything. Still, our job is to know as much as we can. Read up, and grasp as much as possible. Third, talk love by the end of the hour. By the end of the talk, we ought to cover what it is that we love and share what is working in our world, since a long-lasting career depends on positive trajectories. Last, we cannot control what the audiences do and how they respond to our ideas. What we have to do is just putting up the ideas out there and presenting them with passion. However, we do not have any control over the extent to which the audiences accept our ideas or not. The main goal of public speaking is how to make a case successfully instead of expecting a standing ovation.

ACTIVITY

Work in a group of three and discuss your own keys to successful public speaking. Share the results with other groups. Use the following terms as a clue.

content   audience   topic   delivery

speed   rate   research   humor

gesture

eye contact   appearance   language

EXERCISE

Read the following questions and choose the correct answer by circling/ crossing your choice.

1. The advantage(s) of effective public speaking is/are:
   A. Generating an understanding of your message.
   B. Impacting and persuading your audience.
   C. Motivating your audience to take a certain action.
   D. All of the above.

2. When preparing for your presentation, what should you know?
   A. Your purpose.
   B. Your audience.
   C. Your situation.
   D. All of the above.

3. Which of the followings is not crucial to know about people in your audience?
   A. Their interests.
   B. Their size.
   C. Their mood.
   D. Whether their attendance is voluntary.

4. Which of the followings is a good way to find your style?
   A. Create personal examples.
   B. Copy the style of someone famous.
   C. Take jokes and stories to use from a book.
   D. Dress as you would for a job interview.

5. Why do you want to capture your audience's attention in your introduction?
   A. Because it helps create a bond between you and the audience.
   B. Because it provides motivation for the audience to pay attention.
   C. Because it makes your presentation more exciting.
   D. All of the above.

6. Which of the followings is NOT the best way to maintain the audience's attention?
   A. Asking direct questions.
   B. Speaking on an interesting topic.
   C. Bringing visual aids.
   D. Asking for physical movement.

7. What types of gesture should you try to avoid?
   A. Ones that send mixed signals with your words.
   B. Ones that look contrived.
   C. Ones that are not appropriate for your audience.
   D. All of the above.

8. What do you do if people make negative comments on your presentation?
   A. Ignore them and continue with your presentation.
   B. Thank them for their comment and continue.
   C. Ask them about the specifics of their problem.
   D. Ask if you can both meet afterward to discuss the issue.

9. If you cannot get the audience to respond to you, what should you do?
   A. Tell a joke.
   B. Ask someone a question.
   C. Continue with your presentation.
   D. None of the above.

10. When is the best time to establish your credibility?
    A. In the introduction.
    B. In the content section.
    C. In the conclusion.
    D. In all sections.

REFLECTION

Fill in the following journal to see your learning progress today.

~MY JOURNAL~

Name :
Date :

Date/Day	Activities I Did Today	Note

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CHAPTER 3
I'm A Great Speaker

Have you ever imagined being a speaker in an international event, presenting a topic of your field in front of many foreign audiences? How would you feel? Happy? Proud? Shy? Nervous? Scared? or even terrified?

If we do not have any experience speaking in public, there is a possibility that we talk faster because of getting nervous. It is really understandable. We feel anxious and try to get over with everything as soon as possible. Unfortunately, this usually makes us rush through our speech way too quickly. As a result, we cannot deliver the information completely and clearly. Some speakers even forget to greet the audiences and introduce their names because of the uneasiness. This is what we call glossophobia: the state with over nervousness and anxiety a public speaker struggles from.

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A. STRATEGIES TO BE A GOOD SPEAKER

Speaking at a big event such as international seminars is a great way to enhance our status as an expert. Attending an international seminar will give a speaker exposures to the latest trends in academic issues. It also broadens network with people who are in the same "frequency". Becoming a speaker at an international seminar is another way to be familiar with researchers' community. Last but not least, presenting at an international seminar also adds up some credit points for a higher career level.

Despite the benefits being a presenter at an international seminar offers, some people still feel anxious to give it a try. The reason given mostly is their unability to speak English publicly. Let alone presenting materials publicly, speaking in English is already a terror. However, it does not mean that someone who can speak English fluently can be a succesful public speaker and vice versa. The art of public speaking is an acquired skill; thus, a good speaker is not born; he/she works at it. We can be a good public speaker by learning and practicing some public speaking techniques. The Princeton Language Institute and Laskowski (2006) add that becoming a confident public speaker can be achieved only by the desire to become a better speaker. We can hone skills and increase confidence in public speaking by several ways. One of them is by learning from those who are experts in public speaking.

Which picture best decsribes you as a speaker?
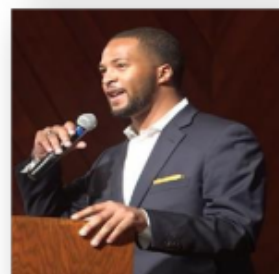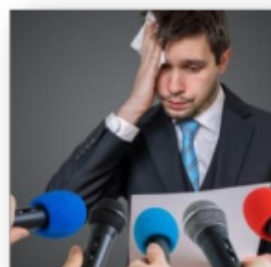
The number of organizations concerning on public speaking has mushroomed. One of the organizations is the International Toastmaster, an international group that devotes to develop public speaking and leadership skills. For decades, this organization has developed a curriculum that allows an ordinary person to become a professional public speaker. International Toastmaster's basic curriculum offers ten key projects that need to be carried out gradually in order to equip its trainees with skills of public speaking. Summed up from Mustamu (2012), these International Toastmaster stages can be adopted as keys to be a good public speaker which cover:

1. Icebreaking: learning to speak comfortably in public
2. Organizing your speech: learning to set the organization and purpose of the speech
3. Getting to the point: learning to set general objectives (to inform, to persuade, to entertain, to inspire) and special objectives of speech.
4. Saying it: learning to choose the words correctly so that the core of the speech is conveyed clearly
5. Speaking through your body: learning to use body language (gestures, eye contacts, stances)
6. Vocal variation: learning to maximize vocal variety (volume, rate, pause, pitch)
7. Researching your topic: learning to compose a speech based on data
8. Getting comfortable with visual aids: learn to run a presentation with visual aids
9. Persuading with power: learning to use logical support to influence others effectively
10. Inspiring your audiences: learning to inspire audiences to be better in personal, emotional, professional, and spiritual aspects.

Referring to the keys International Toastmaster offers, it can be assumed that a successful public speaking should involve three things: **preparation**, **confidence**, and

engagement. These three vital aspects make a good performance. Preparation, that includes frequent practices, is the key. Practicing the skills in public speaking consistently improves our level of confidence. Regular practices lessen our nervousness and anxiety. Such a routine also improves our speaking skills. Watching various videos on public speaking as an example will give us many exposures to good public speaking so we can compare which one is a good example and which one is not. Take some notes if necessary, so we can take a look at it when it is needed. Preparation is not limited to practice regularly. We can attend an international seminar as a participant as a start. A live performance of speakers at seminar gives us a more vivid feeling of being a public speaker and familiarizes ourselves with the seminar room layout. Pay attention to how the speakers deliver their ideas. Observe as many speakers as possible. Imagine we were in that situation. Could we perform well? If we think we are ready, we can start choosing the "stage".

At this very beginning, we have to be smart and wise in selecting a seminar that suits us. Choose an international seminar that makes us comfortable. Start with the one that has a comforting atmosphere to us. It may be a seminar at our alma mater or our campus, so the possibility that some of the committees and audiences are familiar with us is higher. This strategy is effective in boosting up our confidence. Schedule some rehearsals before the D-day. Invite some colleagues to attend the rehearsal and give some comments or critics. At this stage, we can conduct a mock question and answer session. Let our colleagues give us questions that frequently appear at seminar, including the most worrisome ones. For a better result, we can invite a professional to assess our performance.

> "The worst speech you'll ever give, will be far better than the one you never give".

Recording and filming our rehearsals to know our progress is recommended.

However, do not forget to prepare a script as a guideline. This can help decide what to say and not in advance. Warning! The script is only a tool to help in an emergency situation. We cannot read the script the whole time and ignore the PPT slides. As a beginner, bringing a script is really acceptable. Imagine if suddenly during a presentation, we lose focus because of unexpected distractions. Once we do, everything we have in mind disappears. We get stuck and forget what to say. Our lips stutter, while the audiences are watching us. Then we realize that our confidence drops to its lowest level. If we are in this situation, we must stay calm.

We can easily notice that professional public speakers speak confidently and look relaxed. They always show positive body movements, such as maintaining eye contacts with their audiences well and using gestures to emphasize particular things. However, nervousness and anxiety have always been an issue public speakers have to deal with. Even professional public speakers may deal with nervousness. The difference is that professional speakers know how to cope with this problem. They know how to maintain their confidence. It is vital to think positively. Positive thinking makes a big difference to the success of our presentation. Stop thinking and imagining that we will fail, that we will not be able to make it. Stop sabotaging ourselves with negative thoughts. Instead, visualize and affirm that we will perform well. Replace any negative visualisation

> Only the **prepared** speaker deserves to be confident.
> —Dale Carnegie

> Do not say a little in many words but a great deal in a few.
> —Pythagoras

> There are only **two types** of speakers in the world. The nervous, and the liars.
> —Mark Twain

> **Speech is power:** speech is to *persuade*, to *convert*, to *compel*.
> —Ralph Waldo Emerson
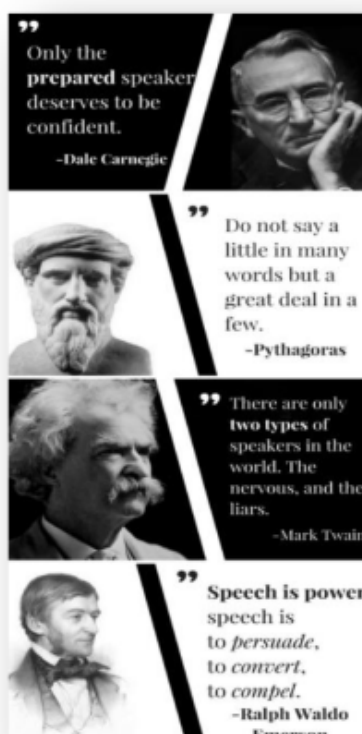
with more positive and realistic imageries. Make ourselves comfortable. Here are some examples of techniques that help us look relaxed and confident:

1. Talk slowly. Try not to rush through the presentation. However, it does not mean that it is okay to speak too slowly. Speaking too fast makes the audiences have a hard time following, but speaking too slowly makes them sleepy.

2. Maintain eye contacts with audiences. Do not look at the floor or in a random direction or the audiences will realize that we are not engaged in the presentation. Basically, a public speaker has three major directions to make eye contacts with.
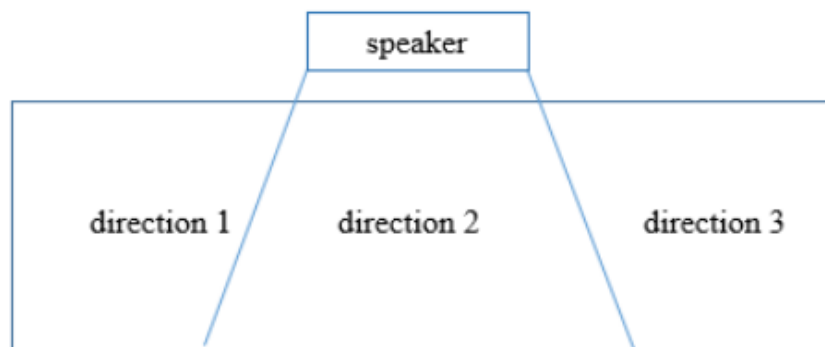
The larger the audiences we have, the more directions we need to establish for effective eye contact.
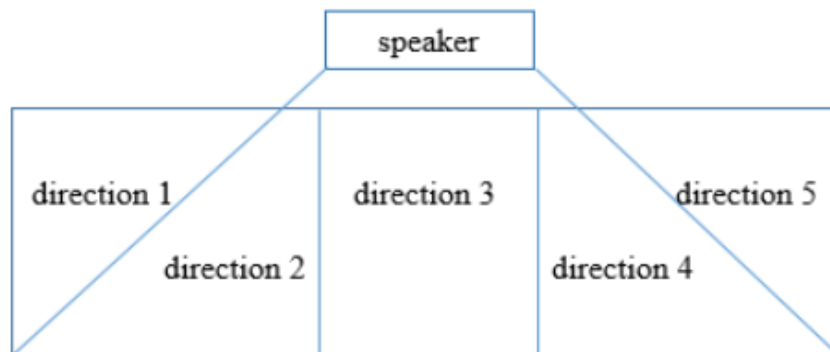
3. Use gestures to emphasize some points. Do not force unnecesary gestures. Just be natural. The followings are some do's and don'ts we can use (McGregor & Tan, 2012)

Source: https://bit.ly/2lTbGJx

Source: https://bit.ly/2lTbGJx
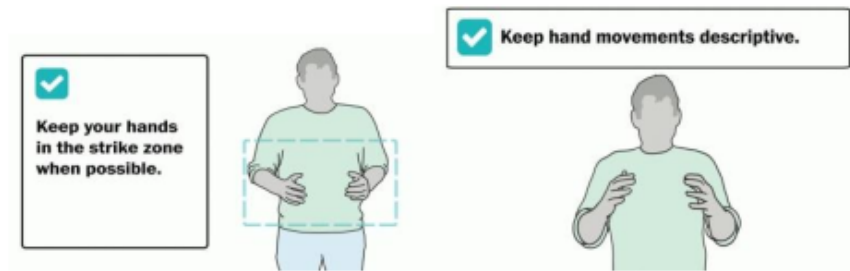
4. Avoid pointing. Pointing frequently makes audiences uncomfortable. Instead, use open palms. If pointing has become our habit, point at the slides instead of the audiences.

5. Engage with our audiences. Sometimes we forget the audiences because we get too wrapped up with our presentation. We need to always remember not to ignore the audiences. If needed, ask them some leading questions to enliven our presentation and make them involved with our information. Our presentation is for our audiences, so it is important to put ourselves in their shoes. Hence, it will be easier for us to imagine what our audiences really need and how they will relate to us and our topic. Simplifying materials is necessary, too. A good

engagement with audiences helps deliver our mesages to their heart and brain.

Source: https://bit.ly/2xOQZkH
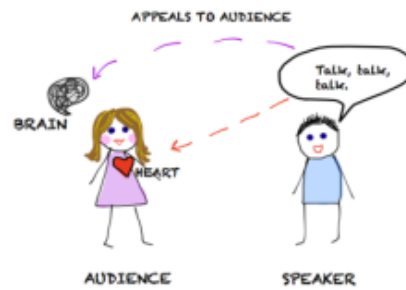
However, despite the techniques suggested to maximize perfomance in a presentation, it is common to find nervous and anxious presenters. That is so human, especially if it is the very first time. Most of the time, if we think of a perfect presenter, we may come up with the term "one size fits all". Nonetheles, everyone surely has unique characteristics in handling things, and this notion works the same as doing a presentation. Something that is easy for us is not necessarily easy for others. Individuals have particular preferences, or if we may call them strengths, in a presentation. We cannot expect someone to be able to have all qualifications as a perfect presenter. Typical characterictics distinguish a presenter from other presenters.

Relating to the issue, we can classify presenters into six types (Gavin, 2012). This simply helps us maximize our strengths and minimize our weaknesses as a presenter. Knowing this thing allows us improve our presentation skill.

1. The Coach. This type of presenter is usually energetic, personable, and good at engaging audiences. Commonly they need invested audiences. That is why they can lose passion and enthusiasm quickly with low energy audiences. When practicing, they prefer to go to a quiet place, pace up and down with a script. Then, they talk to themselves while committing what they want to say to memory.

2. The Inventor. The Inventor does not really like to be in front of many people, so they would always be the last persons to voluntarily give a speech. They feel more comfortable working on a Q&A session. Yet, they are good at relating facts. The Inventor does not tend to practice much so they usually build ideas right away, either by writing a script or creating PPT slides..

3. The Counselor. The Counselor likes to talk about ideas. Their talk track is very organized and easy to follow. No wonder they can easily, smoothly move from a big picture to details. However, they may fail to engage and connect to audiences. Besides, they also tend to be tedious and dispassionate. The Counselor likes sequencing and re-sequencing slides to feel comfortable with the flow and structure.

4. The Storyteller. The Storyteller is very capable of embellishing a presentation. They are known for their being emotionally sensitive. Powerful and emotive words are their signature characteristics. Unfortunately, their tendency to embellish and add details to their story is what makes their presentation lose track and flow. The Storyteller rehearses through monologue and mini-audience prior to the big show.

5. The Teacher. Let The Teacher explain difficult concepts and you will see how they can easily elaborate them to you. At the same time, they surprisingly can keep focused for a long time. Their weakness is that they concern more on materials intead of audiences, so they cannot manage to keep the audience engaged with them. The Teacher prefers to use visuals to express points and ideas.

6. The Coordinator. The Coordinator dislikes being in front of people more than The Inventor. They prefer to be in the audience seat. Still, they are good at organizing and structuring their speeches. They are also good at moving and gesturing. Visually thorough PPT slides are their characteristics. The Coordinator likes working on materials

better than being involved in a Q&A session. To prepare a presentation, The Coordinator usually reflects on personal experiences.

Source: https://bit.ly/2xOQZkH

ACTIVITY

Answer the following quiz and see what kind of public speaker you are.
Discuss the answer with your friends.

Are You a Good Public Speaker?
1. What do you do with your hands while speaking in public?
   A. Keep them perfectly still
   B. Fidget
   C. Gesture enthusiastically
   D. Gesture naturally

2. Do you smile often during a presentation?
   A. I only smile when I'm happy.
   B. I only smile when I'm relaxed.
   C. I can force a smile when I'm nervous and that helps me to relax.
   D. I am confident and relaxed in front of an audience and smiling comes Naturally.

3. How do you remember what to say in a presentation?
    A. Prompt cards with the main points for each topic
    B. Everything is scripted word for word
    C. Presentation slides have all the relevant information on them
    D. Just try to memorise it all

4. How do you handle nervousness in a presentation?
    A. I go to pieces in front of an audience.
    B. I am relaxed as long as I have prepared carefully.
    C. I thrive on the excitement of flying by the seat of my pants.
    D. I get stage fright, but I'm okay once I get into it.

5. What is your presentation style?
    A. I read my script and rarely make eye contacts with the audiences.
    B. I talk naturally about my subject and interact with the audiences where appropriate.
    C. I deliver the presentation as I have practiced it, but can't handle interruptions from the audiences.
    D. The material speaks for itself.

6. How do you look when you are presenting to an audience?
    A. I tend to shake or sweat.
    B. I look nervous and my voice doesn't sound natural.
    C. Even if I'm a bit worried, I don't tend to let this show.
    D. I look nervous at first, but become more confident once I've got going.

7. How do you keep your audience's attention?
    A. I interact with the audiences and vary the pace of my presentation.
    B. My material is interesting enough to keep people's attention regardless of how I present it.
    C. I stop talking once I think people are getting bored.
    D. I use sound effects and lots of different fonts and colours in my presentation materials.

8. How do you use humour in your presentations?

  A.   There is a joke on every slide. I want my audience to enjoy themselves.

  B.   There is no humour at all. I want people to take me seriously.

  C.   I use humour periodically to keep my audience relaxed and involved.

  D.   I always start with a joke to get people's attention.

(this quiz is adopted from Strawbridge, 2019)

3

Answers

Award yourselves points as follows.

Q1: A 1, B 0, C 0, D 2
Q2: A 0, B 0, C 1, D 2
Q3: A 2, B 0, C 0, D 0
Q4: A 0, B 2, C 1, D 1
Q5: A 0, B 2, C 1, D 0
Q6: A 0, B 0, C 2, D 1
Q7: A 2, B 0, C 0, D 0
Q8: A 0, B 0, C 2, D 1

Rating

0–7:   You are not a natural public speaker, but everyone can learn to be more
        confident at it with practice.

8–11: You are a capable public speaker, but there is still room to improve your
        technique.

12–16: Congratulations! You are a great public speaker.

Read the following questions related to the topic we have discussed.

1. Mention three things a public speaker needs to have for a successful public speaking!
2. What can you say about **strategies** in maintaning a successul public speaking?
3. Mention some forbidden gestures a public speaker should know when delivering his/her topic.
4. What can we suggest to a speaker who easily gets nervous?
5. Is it acceptable to throw some jokes during presentation? Explain.

REFLECTION

"I CAN" CHECKLIST

Check off each skill as you master the standards.

☐ I can mention the keys to succesful pubic speaking

☐ I can mention some strategies to cope with nerves during presentation

☐ I can show some acceptable gestures in presentation

☐ I can show forbiddedn gestures to use during presentation

B. ARE YOU A GLOSSOPHOBIC?

The fear of public speaking is a very common phobia. It is believed to affect up to 75% of the population. Further, surveys have shown that the fear of standing in front of a crowd is above the fear of death. Why do millions of people feel terrified of being a center of attention? They are horrified of the spotlight. The term to describe this phobia is called glossophobia. If we have anxiety at the thought of having a verbal communication, then we may be a glossophobic.

Glossophobia comes from the Greek *glōssa*, meaning tongue, and *phobos* which means fear or

How is it that some people can't wait to stand in front of a crowd and others prefer to dance or sing rather than speak?

Glossophobia is one type of social phobia or social anxiety disorder. Compared to other types of social phobia, glossophobia has milder symptoms. People with glossophobia are not afraid of meeting new people or doing activities in front of other people. However, those with glossophobia can feel anxious and uncomfortable when they have to talk in front of a group of people. In fact, many glossophobics are able to dance or sing on stage, as long as they do not need to talk. Stage fright is a relatively common experience in those with glossophobia. A person with an introverted personality is not necessarily a glossophobic.

Any kind of phobia may seem to appear out of the blue. A certain type of phobia may arise from a combinaton of genetic propensity and environmental factors, such as biological and psychological. Sources say that prior experiences can be a possible cause of glossophobia. A bad experience in previous public speaking may lead to fear of repeating the same incident when attempting to speak again. Another common cause of glossophobia is the fear of making mistakes or of doing something wrong during a presentation. If this happens to us,

we will feel embarassed and rejected. People will judge us negatively for being unable to give a speech well. It surely will become an unpleasant experience to us. Such an experience gives a long-lasting impact. The last possible cause of suffering from glossophobia is education aspects. Less educated people tend to feel uncomfortable to speak in public. Sang (2017) mentions that 52% respondents who are diploma graduates or less show glossophobia symptoms compared to only 24% of college graduates. Generally, there are several other reasons why people might have the fear of speaking in public, such as lack of confidence / self-esteem, weak self-awareness, fear of making mistakes or saying the wrong thing, the fear of being the center of attention, feeling in an unfamiliar situation, the fear of being laughed at, the fear to forget what to say, and the fear of being judged. This sort of feeling is often experienced by novice public speakers (Learning Express, 2010)

When feeling threatened, the human body will naturally react by preparing for self-defense. This mechanism is known as **fight or flight**. However, the fight or flight mechanism does not work well for people with glossophobia. The symptoms can be very severe that glossophobics get terribly embarrassed and fearful of any kind of public speaking. Usually, people with glossophia or speech anxiety show physical, verbal, and non-verbal symptoms.

1. Physical symptoms: sweating (some are even drenched in sweat), blushing, high blood pressure, nausea, increased heart rate, dry mouth, dilated pupils, dizziness, difficulty in breathing, stiffening muscles, acute hearing, diarrhea, vomiting, frequently needing the bathroomm, and sleep loss.

2. Verbal symptoms: stuttering voice, mispronounced words, tense voice, and hasty speech, weakened tone of voice, vocalised pauses, stammers, and hesitation voice like "uhm..", "err...", and "ah".

3. Non-verbal symptoms: panic, acute embarassment, lack of focus, eye-contact loss with audiences, fidgeting, inability to

stand still, holding things, squeezing paper, and holding on to the table.

Accordingly, what can we do to eliminate the fear of speaking in public? If we want to overcome it, we need to **get ourselves organized ahead of time**. Be prepared on the topic and make sure that we master it in advance. This also reduces the chance of we saying something wrong or getting off track. If we get a little lost, knowing our topic well will increase our chances of recovering quickly. Remember that practices make perfect. We can do some rehearsals with family, friends, or colleagues. Ask for some feedbcaks so we can review them well. When it comes to a presentation, the rule remains the same forever: it is better to be well-prepared rather than under prepared. A good preparation increases our confidence so whatever confronts us during the presentation will not irritate us and damage our presentation.

...." ....

The temptation to write a presentation script and memorize each sentence in it leads to a boring presentation, and is the root cause of glophobia.

....

In order to be able to overcome public speaking anxiety, we need to have our own **power poses.** Power pose or power posture, according to Wadhwa (2014), is how we harness our body language into positive energy that will give us upper hand in presentations, meetings, or negotiations. The benefit of practicing power poses before a presentation is to fill up ourselves with confidence. Power pose examples include

© 1995 Ted Goff www.tedgoff.com

"In this seminar we'll discuss a simple technique for overcoming your fear of speaking in public."
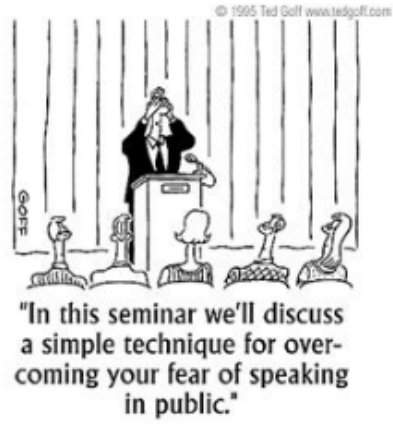
throwing our arms in the air and to our sides, spreading our feet aparts, clenching our hands behind our head and putting our feet up on a desk, and taking up as much space as possible. Smiling is also an example of power pose. Smiling is contagious so it builds happiness around us. Smiling before and as we take the stage will make us more confident and win over the audiences before we start the presentation.

ACTIVITY

When it comes to public speaking, we may not be the only one experiencing the speech anxiety. As many as 75% of people in the world experience the same thing. Because this is not easy, here are some illustrations to show the difficulties speaking in public (Bezaleel, 2017). Choose the pictures that describe you when speaking in public. Write your comments on the spaces provided.

1. When you were chosen out of a million people.

Did you experience this?

....

....

....

Source: https://bit.ly/2kvLlB4
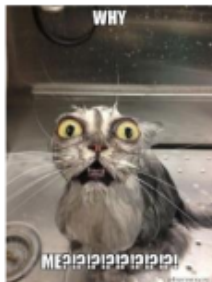
2. When everyone suddenly looks like a monster.

Did you experience this?

....

....

....

Source: https://bit.ly/2kWQOB5

3. Can't sleep thinking tomorrow you will have a presentation.

Source: https://bit.ly/2kJSFcx

Did you experience this?

....
....
....

4. When all eyes on you.

Source: https://bit.ly/2m54UAl

Did you experience this?

....
....
....

5. When the stage and its surroundings feel hot like a pan.

Source: https://bit.ly/2lZ4USA

Did you experience this?

....
....
....

6. You want to talk, but your tongue feels twisted.

Source: https://bit.ly/2mowetD

Did you experience this?

....
....
....

7. Despite the cold air-conditioned room, sweat pouring out.

Did you experience this?
....
....
....

Source: https://bit.ly/2kJZP0m

8. The more you think about it, the more you feel like dying.

Did you experience this?
....
....
....

Source: https://bit.ly/2kW3JmD

9. Failed to focus, forgot what to say.

Did you experience this?
....
....
....

Source: https://bit.ly/2kJTjGZ

10. When wrong and end up being bullied.

Did you experience this?
....
....
....

Source: https://bit.ly/2kK02Rc

11. When it was done.

Did you experience this?
....
....
....

Source: https://bit.ly/2mlFHBT

Explain the terms below and justify how they are related to glossophobia.

1. Verbal communication
2. Phobia
3. Public speaking anxiety
4. Glossophobic
5. Power poses
6. Self-defense
7. Fight or flight mechanism
8. glossophobia symptoms
9. Positive energy
10. Introverted personality

REFLECTION

Check your understanding on the topic by putting a tick on the space representing your choice.

1. I can explain what glososphobia is.

	agree entirely
	agree
	disagree
	disagree entirely

2. I can describe the symptoms of people with glossophobia.

	agree entirely
	agree
	disagree
	disagree entirely

3. I can explain the causes of glossophobia.

	35 agree entirely
	agree
	disagree
	disagree entirely

4. I know how to overcome glossophobia.

	35 agree entirely
	agree
	disagree
	disagree entirely

5. I have been suffering from glossophobia.

	93 agree entirely
	agree
	disagree
	disagree entirely

C. HOW TO DELIVER A PRESENTATION

The mistake that most beginners usually make in public speaking is the unability to handle the flow of the presentation. The speech is messy because it is not structured well. Therefore, it is important that we know the correct structure of presentation, from the beginning until the end.

Source: https://bit.ly/2m4dUFU

Opening a presentation is mostly considered the most important step. The first start determines the following phases. We can start our presentation by **getting the attention of audiences**. Instead of sitting on a chair, we can grab the attention of audiences by standing and greeting them. Failure at making the audiences pay attention to us means that we have lost them. Complete the formalities quickly. It is enough just to mention our name, institution, and the title of our presentation. Here are some examples of expressions that we can use to introduce ourselves and greet the audiences. However, some find them boring and not original.

- Good morning/ good aftenoon/ good evening, (everyone) (ladies and gentlemen).
- I am Rininta Erfamia from University X.
- My name is Mia from Univiersity X.
- My name is Mia from Univiersity X, and today I'm going to talk about ...

We may show another formality to the audiences by **welcoming the audiences with a thank you**. This shows our sincerity and appreciation to the audiences who are coming to our presentation. The phrases we can use are:

- I feel grateful for this occasion …
- It feels nice to be here today to present …
- Thank you for the chance given to me that …
- Extend me a warm welcome to you.

Then, continue with **introduction of the topic**. This gives the audiences the general information about what we are going to present. Use the following alternatives as a guideline.

- What I'm going to talk about in this occasion is …
- I want to present you a topic on …
- The topic I'm going to tell you today is …
- I'd like to give you a brief breakdown of …
- I'm delighted to be here today to tell you about …
- In this occasion I'd like to outline …
- The subject of my talk is …

Structuring the presentation is an option. We can directly jump to the part that explains the background of our research. If we prefer structuring the presentation to make it more comprehensible, use the following phrases.

- My talk is divided into five parts.
- My talk will be in (five parts)
- I will discuss …, …, and …
- In the first part, I will …

Leading questions and **starting point phrases** can be given at the beginning of our opening. This functions to establish communication with the audiences and make them engaged with our presentation.

- Before I start, does anyone know …
- I think some of you have heard that …
- Is there anyone of you who …

- As you all are aware, ...
- Do you now that ...
- I believe that ...

Then it is time to continue to the main body. We can use **transitions** in a smooth way to bridge the opening part with the main part of the presentation.
- Let's now turn to ...
- I'd now like to move on to the next part
- Now let's continue with ...
- Turning our attention now to ...
- As I said at the beginning that ...
- So, first...
- To begin with ...
- Let's turn to the next issue
- So now we come to the next point, which is ...

If we want to **emphasize things** during the presentation, use these expressions.
- I want to emphasize this point. ...
- This is important since ...
- Please note that ...
- Please keep it in mind if ...
- Do remember that ...
- I'd like to put an underline in this point.
- This should be emphasized that ...
- Please highlight this point.
- Don't forget this one.
- The most important ...

Then, sometimes we also need to **give examples** to make our explanation clearer. These phrases can show you how.
- As an example, ...
- For example, ...
- This is the example. ...
- An example of this is ...

- To illustrate, ...
- This example can illustrate my point. ...

Paraphrasing is important if we want to express ourselves clearly. Use these phrases.
- What I want to say is ..
- In other words, ...
- So, to make it simple, ...
- What I meant by ... is ..
- To paraphrase, ...
- To put it another way, ..
- Put it this way.

Concluding and summing up the presentation can be done by using these expressions.
- I think we have seen that we ...
- To sum up, ...
- To conclude, ...
- The conclusion is that ...
- So we can conclude that ...
- The conclusion of my presentation is ...
- I'd like to end by emphasizing the main points.
- I'd like to end with a summary of the main points.
- In brief, ...
- I'd like to conclude by ...
- Weighing the pros and cons, I come to the conclusion that .

If we have finished the presentation and want to **close** it, here are some phrases to consider.
- That's all what I have for ..
- Thank you for listening. It was a pleasure being here today.
- Well, that's it from me. Thanks very much.
- That brings me to the end of my presentation.
- Thank you for your attention.
- Thank you for coming.

- I'd like to thank you for taking time to listen to my presentation.

When it comes to the discussion (Q&A session), some speakers may feel reluctant to do it because they are not sure how to lead a discussion in an appropriate way. Sometimes in a seminar, we have to lead the discussion by ourselves because the committee does not provide any moderator in each parallel room. This means that each speaker should open, lead, and close the discussion him/herself. However, leading a discussion can make us more nervous and distracted. Our mind is full of thoughts, thinking that we may make some mistakes in facilitating the discussion. Do not worry. These are some examples of phrases that we can use to open a discussion, invite some questions, confirm a question, show an agreement/disagreement, interupt, close a discussion and some other phrases that we may use in a discussion.

Source: https://bit.ly/2krokiF

Opening A Discussion
- Okay (ladies and gentlemen), it is now the time for question and answer session.
- Now that I've finished presenting my topic, we will continue with the discussion.
- Ladies and gentlemen, I will open the question and answer session.

Inviting Questions
- Does anyone have a question?
- Do you have a question?
- If you have any questions, please don't hesitate to ask.
- Do you have anything to discuss?
- I will be really happy to answer your questions now.

- Does anyone have any thought related to the issue I've presented?
- Ladies and gentlemen, anything to discuss?

Sometimes our audiences feel uncomfortable to be the first one to speak. Even though we pause for a while, hoping that there will be someone raising his/her hand to ask a question, still nobody breaks the silence. If we are in this situation, Phillips (2012) suggests these several techniques.

- Use a joke as an ice breaker, such as "Since no one wants to ask the first question, does anyone want to ask the second one?"
- Ask the audiences a specific question like "Earlier I talked about subject X. What do you think about it?"
- Say something like "One of the most frequently asked question I've been asked is ..." and answer it ourselves.

Cultural Sensitiveness

Since this book is developed for Indonesian readers, it is important that we know their cultural habits in communication. Most of Indonesian people usually do not talk much. This is not because they are not capable. In fact, they may be more knowledgeable than those who are more talkative. However, it is their cultural habit that makes them quiet and shy when asked to give an answer or an opinion.

There is a time when we cannot comprehend a question given. If we encounter this situation, we must not panic and think that we do not have enough knowledge of our own topic. What we can do is, first, **asking for a repetition.** This means that we have to ask him/her to repeat his her question. Here are some phrases as the guideline.

- Could you please repeat your question?
- I'm afraid I don't undertand.
- Could you repeat that? I think I have misunderstood you.
- Could you say that again?
- I'm sorry I didn't get your point. Do you mind repeating the question?

- I'm sorry, I don't quite follow you. Would you mind repeating that for me again?
- I don't think I quite understand what you meant. Could you be more specific?
- Just a second, could I get a little more clarification on it?
- Could you clarify your previous statement?
- Do you mind going over that one more time?

If we want to **recheck our understanding** about the question we get and need to do a double check, we can use these phrases to make sure that we do not misunderstand it and imply that we ask for a clarifcation without having to say that we do not understand everything.
- So, you think that ...
- So what you think about X is ...
- In other words, you believe that ...
- Let me see if I've understood you. You ...
- Let me restate your statement. What you meant by ....
- I just want to confirm that ...
- So what you are saying is ...
- ... Is that what you meant?

When we have enough understanding about the question and we want to thank the addressee who has repeated his/her question, use the following phrases (Dodge, 2016)
- Thank you for clarifying.
- Thanks for repeating the question.
- Thank you for the confirmation.
- Thank you for repeating that. It makes more sense to me.
- I appreciate the clarification. Glad we agree on that.
- Thank you. We seem to be on the same page now.

Unknown answer is occasionaly found during a discussion session. It may happen that we do not have an answer to the question given. That is normal. Simply use these expressions to response.

- I'm afraid I'm not able to answer that now. Possibly I could get back to you later.
- That was a good question. I really don't know. What do you think?
- I'm sorry I cannot give you an accurate answer to your question.
- I'm afraid it's not my capability to answer such a question.
- I'm afraid I'm not the best source to answer that.
- Thank you for asking, but unfortunately what you asked me doesn't have anything to do with my topic.
- I don't know but I will soon because ...

If we do a presentation in pair and feel unsure to answer a question during a discussion, we can **hand over** the chance to answer to our partner by using the following expressions.
- What do you think, (David)?
- My partner (Jane) may have the answer for that.
- I'm not sure, but maybe (Maya) has the answer to your question.
- I don't know. I think my partner (Ari) can give you the answer.

After answering the question, we may want to check whether the addressee has understood our answer and is happy with our explanation.
- Does this answer your question?
- Are you happy with my answer?
- Are you satisfied with my explanation?
- Has everything been clear to you?
- Did I make myself clear?
- I hope this answers your questions.

Asking and giving an opinion is also part of a discussion. Here are the expressions to ask for and to give an opinion.

Asking for An opinion
- What is your opinion about ...?
- What is your thought about ...?

- What do you think of …
- Do you have any opinion about …
- What is your view on …
- I'm interested in knowing view on …

Giving An Opinion
- I think that …
- In my opinion, …
- From my point of view …
- I believe that …
- I'm convinced that … **(strong)**
- It seems to me that … **(weak)**

Showing Agreement
- I agree with your statement.
- That's so true.
- You are absolutely right.
- That's exactly what I believe.
- Yes, I'm with you.
- It certainly is.
- That's what I was thinking.
- I'm of the same opinion.
- Me neither **(agree with negative statement)**
- I suppose so **(weak)**
- I guess so **(weak)**
- I think so **(weak)**

Showing Disagreement
- I don't think so.
- I disagree (with you)
- I'm afraid I don't agree (with you)
- I can't be along with you
- I wouldn't say that.
- I don't think that's right.
- Do you think so?
- I beg to differ.

- Not necessarily.
- That's not always true.
- That's not always the case.
- I'm not sure about that.
- I disagree entirely **(strong)**
- I totally disagree **(strong)**
- I'd say the exact opposite **(strong)**

Sometimes during a Q&A session, the discussion turns into a debate. If we feel that it takes us too long, we will never agree with a particular opinion, and we want to settle an argument, we can use these phrases.
- Let's drop it.
- I think we are going to have to agree or to disagree with this.
- Let's take a break.

Interrupting in a discussion may seem impolite, but for a couple of reasons, it is allowed to do. These are some expressions used to give/ask for information
- Sorry to interrupt, but ...
- Let me interrupt for a second.
- Can I stop you there for a moment?
- Excuse me, I'd like to say something.
- Excuse me, don't you think that ...
- I'm sorry, if I may add ...
- I don't mean to be rude, but may I interrupt quickly?
- Sorry for the interruption. It is ...
- Pardon me, but I have something in mind that ...
- I'm sorry. It will just take a minute.
- I apologize for the interruption, but I have an important question.

If there is an audience who asks for our permission to interrupt and we want to let her/him do so, say one of the followings.

- No problem. Please go ahead.
- That's okay. Go on, please.
- Sure, what do you think?
- That's fine. Please do.
- Please. What do you need?

When the time is over and we need to **end the Q&A session**, these phrases will help.
- If no one has anything else to add, then we will wrap this up.
- That will be all for now.
- That's from me. Thank you.
- Thank you for your questions and suggestions. Good bye.
- Thank you for listening. It was a pleasure to be here today.
- That brings me to the end of my presentation.

ACTIVITY

Watch Video 2 (watch the video on the attached CD or open this link https://bit.ly/2LyJAgR). Find and discuss with your friends what phrases that are used by the speakers in the video.

EXERCISE

1. Make a dialogue using expressions to ask for and to give an opinion.
2. Make a dialogue showing whether you agree/disagree with these following statements:
   a. Marijuana should be legalized.
   b. Practising conversation skills is more important than studying grammar.
   c. The legal driving age around the world is 21.
3. Conduct a mock oral presentation with your classmates. Take turn being a speaker.
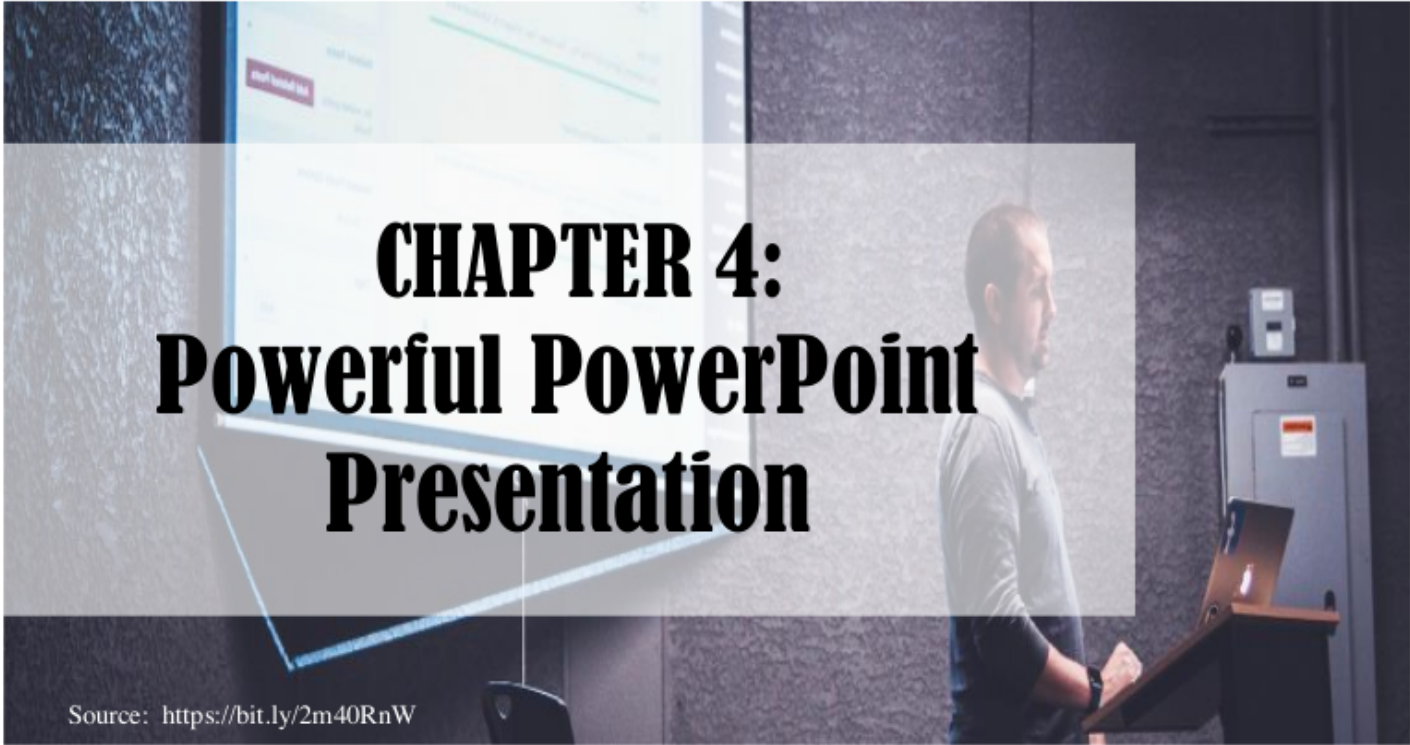
REFLECTION

In this section, I have learnt:

....

What I like in this section is:

....

I have difficulties in:

....

CHAPTER 4:
Powerful PowerPoint Presentation

> **PowerPoint slides are like children: no matter how ugly they are, you'll think they are beautiful if they are yours.**
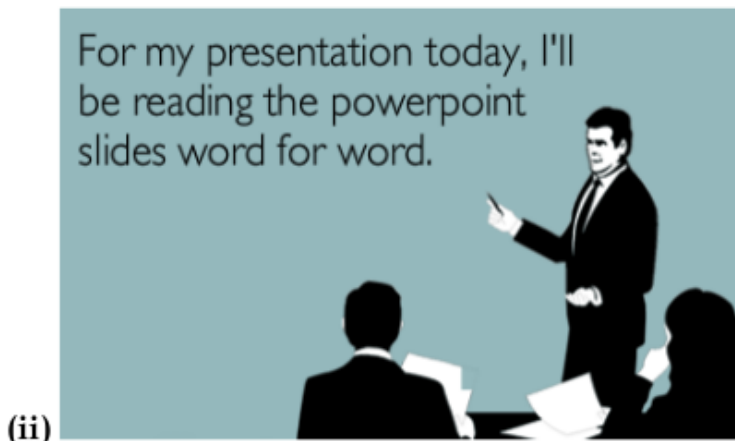>
> *~Scott Adams~*
> *The Joy of Work*

A powerful speaker is not only able to speak fluently, master the materials, and have a neat appearance. A good speaker should also concern about how the material is delivered, and this can be seen from the PowerPoint (PPT) presentation used. Delivering a strong, impressing presentation using PPT is critical, including in an academic presentation. Microsoft PowerPoint is a powerful and good tool we need for presenting. PPT can help the speaker deliver the material and reduce the feeling of anxiety.

Read the following cartoon strips. What do the cartoon strips tell us? Discuss the answer with your pair and share the answer with your friends.

(i)

Source: https://bit.ly/2SgRgGI

(ii)

Source: https://bit.ly/2   zK

(iii)

Source: https://bit.ly/30wGBKD

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A. THE ESSENCE OF POWERPOINT PRESENTATION

Effective presentation is the key point that shows speaker's ability in public speaking. However, some presenters (even the good ones) sometimes fail to present materials in a good PPT presentation. Fundamentally, a PPT presentation is the basic "selling" aspect to describe who we are. The presentation represents us as the speaker; thus, it should have an impact on the audiences.

Source: https://bit.ly/2kU5iBG

Microsoft PowerPoint is an easy-to-use program for a presentation. PPT is a good option that provides us a visual kick, a tool for collaboration, and an easy access to share information. These benefits can be seen from the PPT slides used in the presentation. Great PPT slides are important because they give everything we need to accomplish in a presentation. They help us inform, persuade, motivate, or entertain the audiences. In fact, poor presentation slides do not support these objectives.

Powerful presentation slides are helpful in some ways. First, presentation slides are helpful since they help us make our ideas and points. They help present our ideas in short micro-summary messages. They also help us emphasize particular points that are presented in a particular slide. Presentation slides also help us maintain the flow of our presentation smoothly. By having the important keys of ideas on slides, we will remember what we will talk about easily. Another benefit of having presentation slides is that it helps us raise our confidence and lower our anxiety. The very process of creating the presentation slides at the same time helps us prepare for the presentation. Our well-designed slides make us confident and proud to show them to audiences. The well-designed slides also make the audiences pay attention to our

presentation so we can prevent the audiences from getting bored and sleepy. Besides, we will be appreciated more because of our effort in making the presentation worthy. Our ability to influence people also increases because of PowerPoint slides we use during a presentation. Powerful slides will powerfully deliver points. We can add visuals, audios, and videos so the slides are more appealing. We can creatively express ourselves through the slides we create. This levels up our credibility as a professional. Through powerful PPT slides, it is easier to engage with our audiences. The slides keep the audiences' focus. Thus, we can be more interactive and emotionally attached to the audiences. Finally, PPT slides allow us to collaborate well. Several people can work together and contribute in a presentation. This applies in a setting where the key is teamwork.

Theriault (2013) suggests the use of impressive, powerful PPT slides in a presentation. However, before that, we have to know who our audiences will be. that the one who will benefit from our presentation is the audiences. We can imagine if we were the audiences, what would we want to get? How would we think about the presentation? Theriault also mentions that **presentation is about us, not the slides.** We sometimes find a speaker who also fails during the presentation because what he/she does is just reading, not explaining. They read the texts they typed on their slides, and make their audiences confused whether to read the slides or to listen to the speaker. Therefore, we have to **develop our slides to support our presentation**. Do not develop slides so we can read them. Essentially, instead of the slides, the centre of presentation is the speaker. Then, **be clear and concise on our slides when making a point**. Simplify the contents to only the essential elements that matter. To create a communicative environment with audiences, we have to **build a story into our presentation** instead of just giving information, showing figures, or playing videos. We can tailor the story that is related to the topic, so it does not aim at entertaining the audiences.

These principles should be demonstrated through skills at designing and using PPT slides. Designing a PPT presentation requires our technical literacy and personal style. Besides, using PPT slides during the process of presentation also needs a speaker's mastery on the materials delivered. A good design of PPT slides is useless if the speaker fails to use them during the presentation. Powerful PPT slides should have a good visual, so it it will not ruin our presentation. Why is visual important? Visuals can spark interest, build emotional connections, clarify your words, explain abstract ideas, help draw conclusions, or increase understanding (College of the Canyons, 2017). Furher, audiences normally are attracted to something that catches their attention, and this can be done through visual attraction.

EXERCISE

Answer the following questions to check your understanding on the topic we have just discussed.

1. In your opinion, how can PowerPoint help your presentation?
2. What should a speaker prepare before designing a PowerPoint presentation?
3. What do you think about the idea that images can say more than words in delivering messages?
4. Mention a few things that a speaker can do to strengthen the visual of his/her PowerPoint?
5. How significant is the effect of proofreading our slides before using them in a presentation?

REFLECTION

Circle the level of your listening performances.

   1: poor   2: fair   3: good

Level   Kinds of thing I can understand:

1 2 3   I can understand the benefits of using PowerPoint in presentation

1 2 3   I can understand the meaning of PPT with impacts

1 2 3   I can understand the principles in creating effective PPT presentation

1 2 3   I can understand the important aspects of effective PPT Presentation

B. WHAT DO YOU HAVE IN PPT SLIDES?

Some speakers still find it tricky to develop the contents of their PowerPoint (PPT) presentation. We can easily find speakers with their never-ending slides. Can we imagine how long it will take them to present those slides in a limited time? Usually, when we become a presenter in an international seminar, we are given around fifteen minues to present our materials and fifteen more minutes to have a discussion session with audiences.

Sometimes we find some speakers who have only images without giving any text on their slides. Is it wrong? Of course not. Speakers are free to design their PowerPoint presentation as long as they can clearly deliver the information to the audiences. However, if we want to play safe, we can use the five basic components of PowerPoint presentation that relate to the result of research we conduct. These five components are background of the study, literature review, research method, results/ findings and discussions, and conclusions and suggestions. Obviousl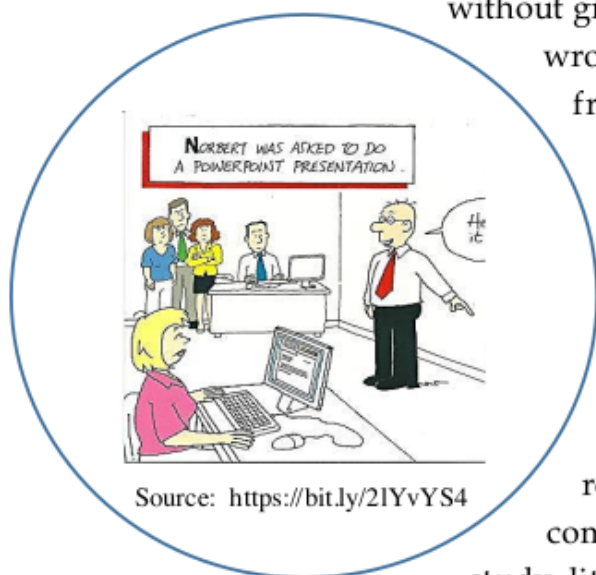y, this is just a general example. We can modify or alternate this with introduction, research questions/hypotheses, literature review, method and data collection, findings, and conclusions. We should remember that the portion of each part is different, so we must be able to balance how many slides we have for each part.


Source: https://bit.ly/2IYvYS4

If we want to use our full-length research article as the basis for our presentation, we can put only the most important points of the report. The first slide is the title of the PowerPoint presentation. We can write the title of our paper, our name, our institution, and add the name and the date of the seminar. We

can design the background of the slide simply or with an image describing the topic of the research.

The second slide is the introduction. On this slide, we can mention the background information about why we conduct the research. We can use short phrases or images to decsribe this part. Then, we will elaborate orally the detailed explanation during the presentation. We can provide information about the introducton in 1-3 slides.
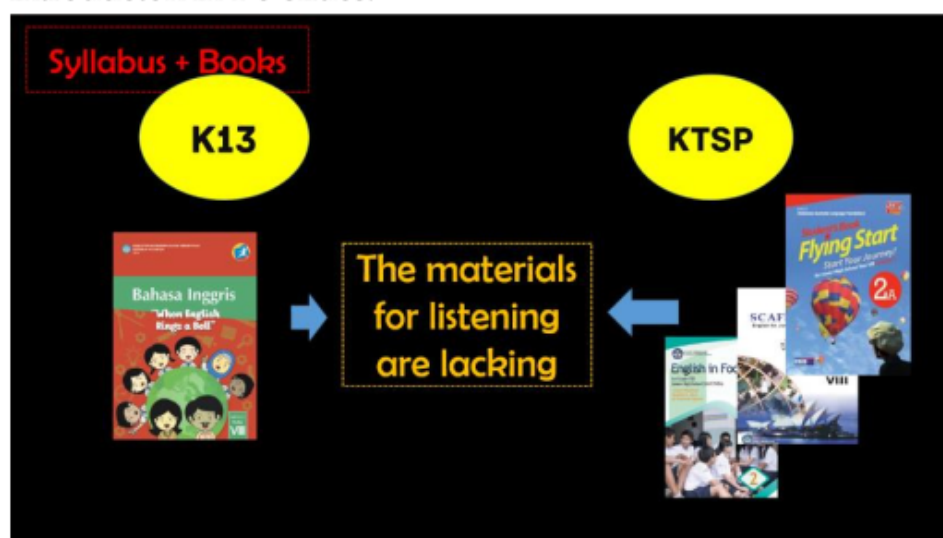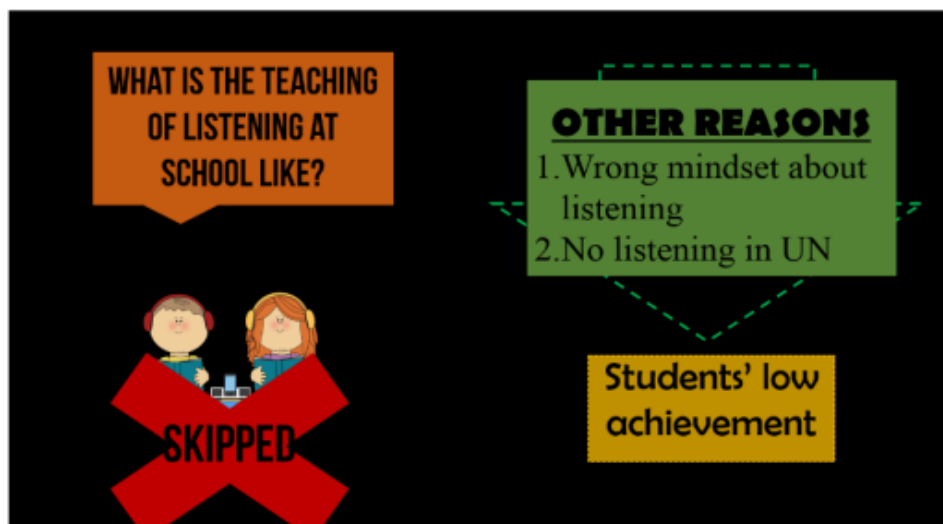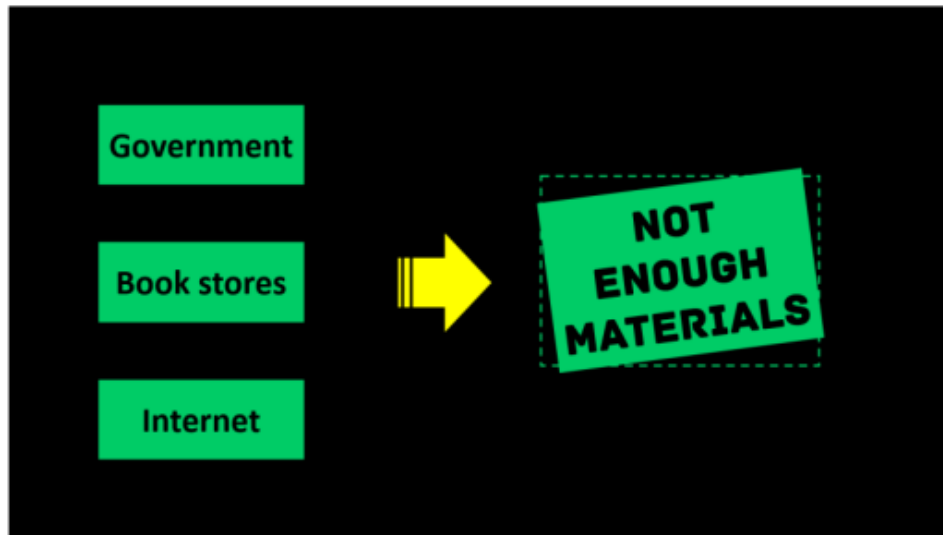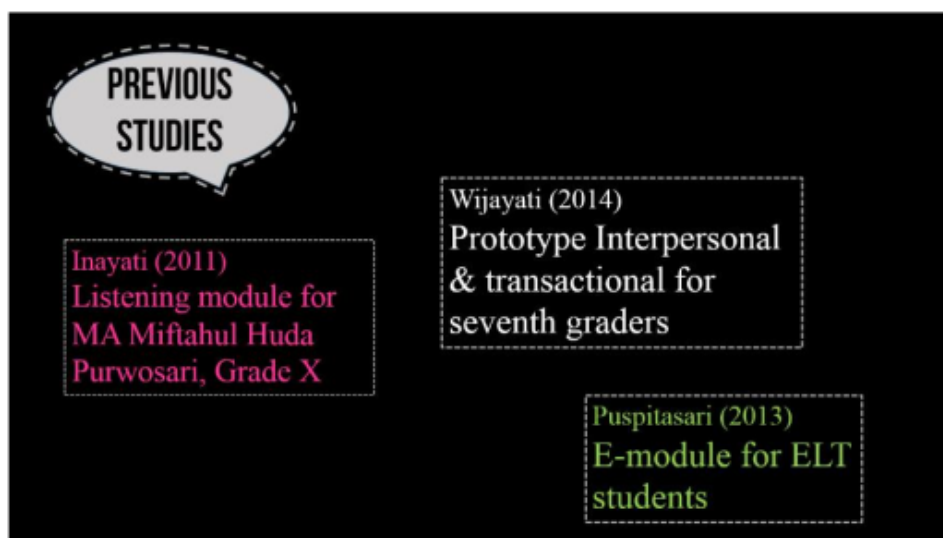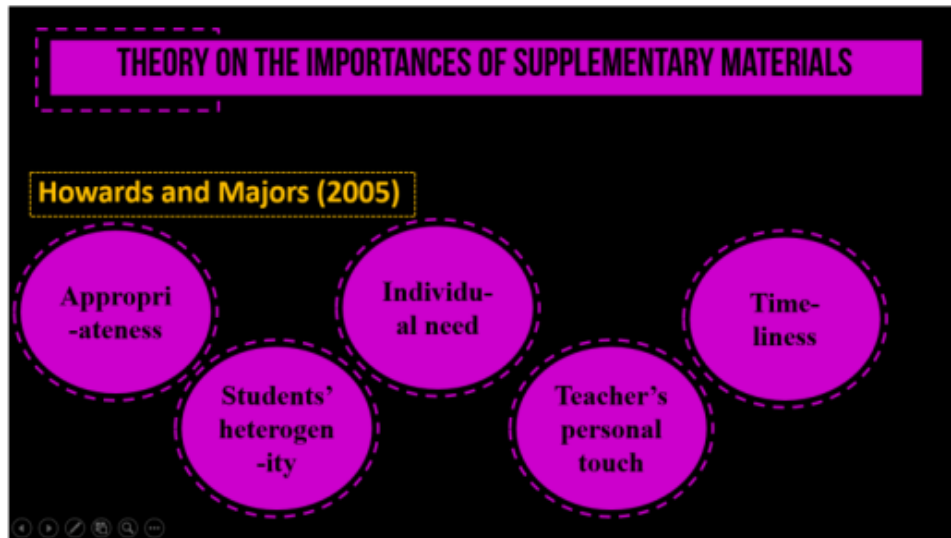
The next slide is for mentioning the research questions or research objectives exactly like what we have in our research paper.

Then, we can continue with slides to present the literature review. We can simply write the main points of the theories underlying our research. Mention only the name, year, and the title of their research.

Next, we can continue with slides for the research method. State only the research design and procedures in a short, simple way. The use of flow chart will ease the process of comprehending the information. In this part, we can also mention the research data, data sources, and instruments. The details about the steps of data collection and data analysis can also be presented on other additional sides of this part.
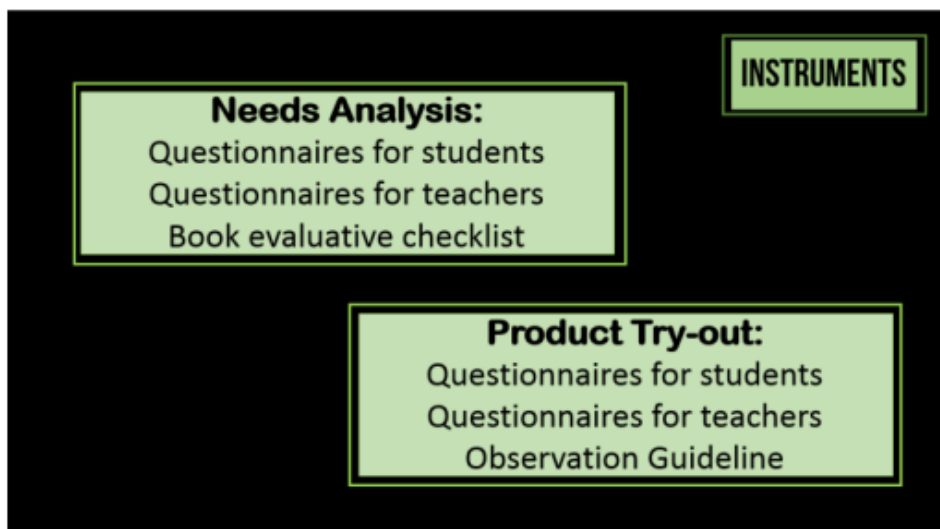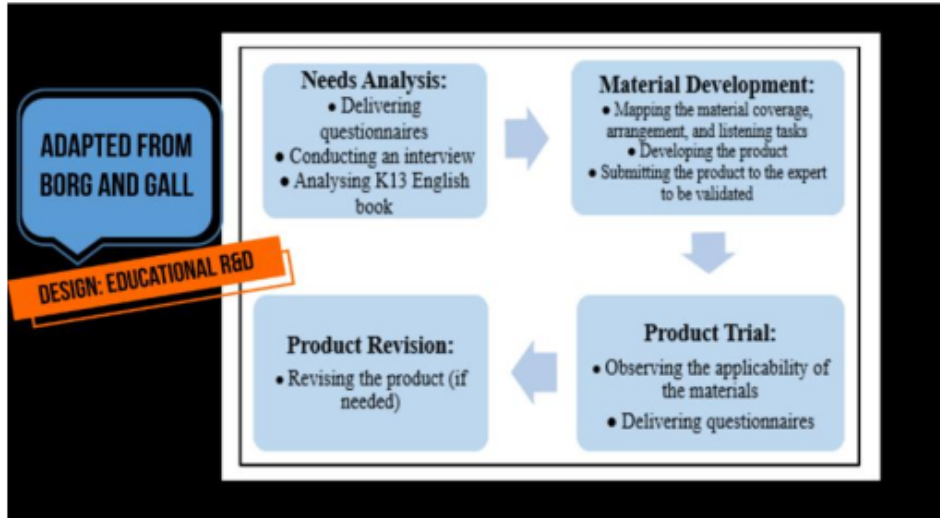
The next slide is to present our research findings. Show only the main points of the findings. We must not make it complicated by explaining the results in a long text. Organizing the findings in a table or a graph is much better if it is a quantitative research.

The last slides are for presenting some conlusions and suggestions/recommendations (if any). It is not recommended that we use numbers or bullets in delivering the conclusions and recommendations.
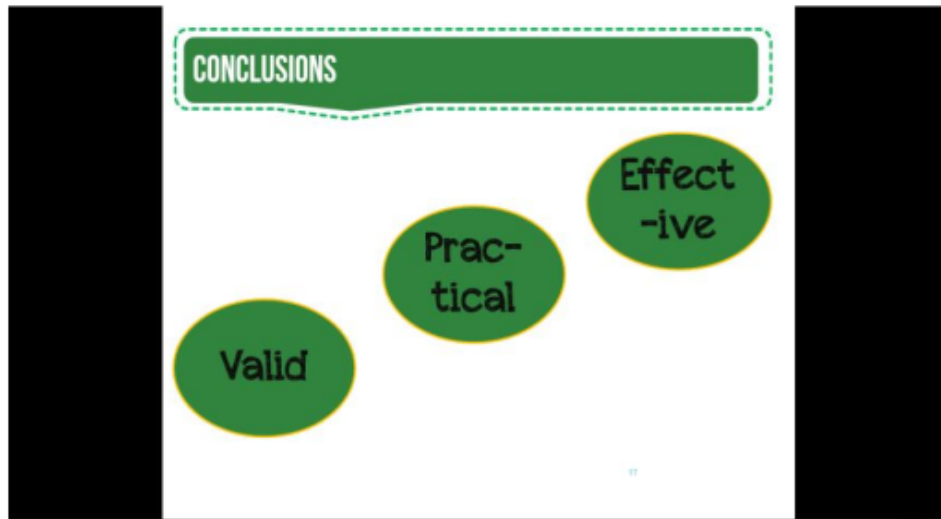
Designing creative and interactive PPT slides is indeed not an easy task. Beside designing slides that are able to grab the attention of audiences, we should also make sure that our PPT slides have WOW FACTORS. Having such PPT slides can be considered as a strategy in a presentation. Experts working under Audience Alive suggest that we have these slides if we want to make the audiences impressed with our presentation.

1. **Logo animation**. Our brand or logo is an important part of our presentation. Hence, do not put the logo in the corner of a slide. Our logo or brand should be placed in the center of the slide, well-animated, and reflected in the presentation template.

2. **Problem and solution**. The use of leading questions is recommended in attempt to engage with the audiences. The questions should be able to trigger the audiences to think critically, – yes, why is that so – why does that happen – how can we solve that –. Once we state the issue, we can offer the solution.

Source: https://bit.ly/2mrx4G9

3. **Timeline**. Audiences like to see a visual representation of the time we have invested in our topic of presentation. The timeline can be animated in a ribbon.

Source: https://bit.ly/2mrx4G9

4. **Interaction.** Nowadays presentation is getting shorter. How can we get more interaction with audiences while showing the slides? The answer is interactivity. It is better that our PPT slides have a button that can redirect one section to different sections. Even if we have hundreds of slides, it is not necessary to show them all. We can simply link one thing to another thing through interacting slides as a way of presenting. The use of a touchscreen laptop will make this kind of presentation more interesting.

Source: https://bit.ly/2mrx4G9

5. **Multi-lingual.** Consider multilingual texts to be shown in our slides if our audiences are multilingual. Audiences will love it more if we consider them in our pitch. The texts displayed on the screen can be in both the national and international languages, so we can refer to the subject while the audiences read the highlights.

العيد في دبي

Eid in Dubai

Source: https://bit.ly/2mrx4G9

74

6. **Infographics**. Be bulletproof! Replace the bullets with infographics and if possible animate them.

Source: https://bit.ly/2mrx4G9
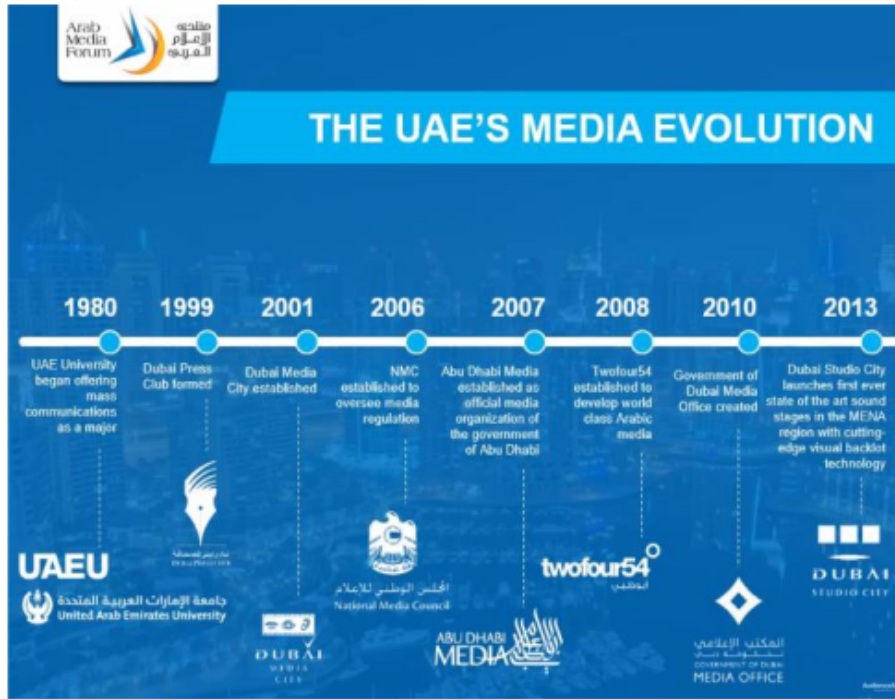
7. **Amazing factoids.** Factoid animation makes our PPT stand out more.

Source: https://bit.ly/2mrx4G9

ACTIVITY

Choose one of the PowerPoint presentations in the CD attached to this book. Analyze how the slides are presented. Share your opinion about the design and the content of the slides of the presentation you choose.

EXERCISE

Create the main concept of a PowerPoint presentation by using the guidance we have discussed earlier. There is no minimum number of slides. You have a week to come up with the result. Show and discuss your basic concept of PPT with your friends.

REFLECTION

How Are My Efforts Today?
Circle the smiley showing the efforts you have made. Explain the possible reasons why you are at your level now.

| 1 | 2 | 3 | 4 | 5 |
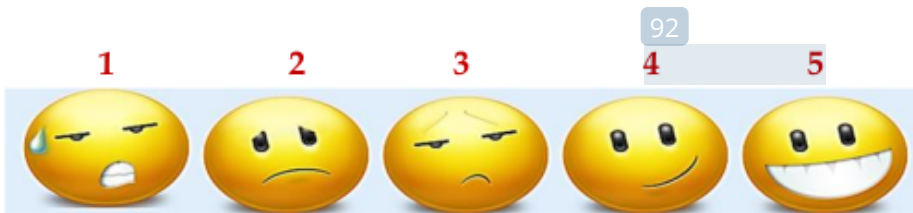
1: very unsatisfied
2. unsatisfied
3. so-so
4. satisfied
5. very satisfied

Reasons:

C. STRENGTHENING A POWERPOINT PRESENTATION
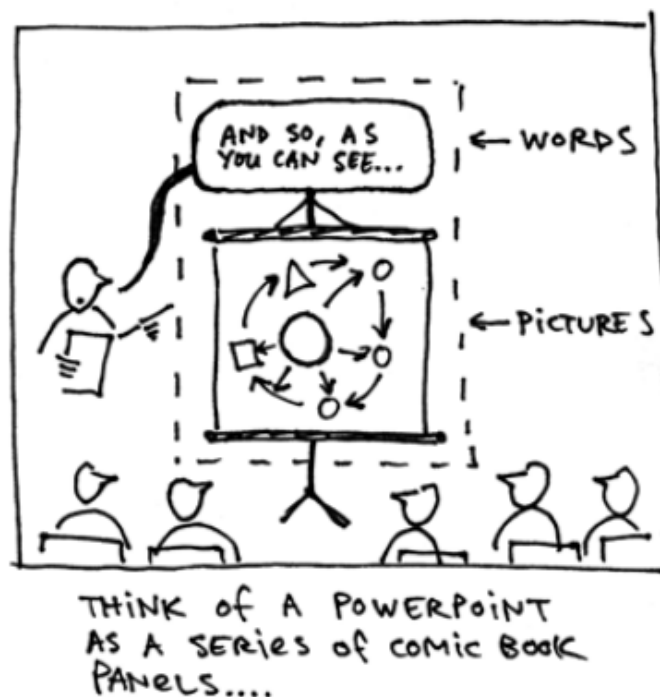

AND SO, AS YOU CAN SEE... ← WORDS

← PICTURES

THINK of A POWERPOINT AS A SERIES of COMIC BOOK PANELS....

Source: https://bit.ly/2ljM7RV

This is true that the visual of PowerPoint slides is usually the factor that attracts audiences. Still, it does not mean that a presentation full of colors, animations, and fonts is impressive. Such a presentation does not always make a good presentation. Some speakers are misled by the rule saying that embedding varied images, fonts, or colors is an effective way to liven their presentation. Be careful, that "excessive accessories" will ruin the presentation instead of beautifying it. Hence, regarding the issue, the followings are some tips that an amateur speaker-with-PPT can use in designing a powerful PowerPoint presentation. Do not take this for granted. Sometimes an experienced speaker can also forget and ignore these guidances.

1. **Do not use a standard theme design**. Sometimes because of the limited time or unfamiliarity to create PPT slides, we simply use default themes provided by Ms. Office. Unfortunately, default theme designs are quite boring. Audiences will find them unattractive. Ordinary themes cannot support and strengthen the content of the material.

We can download colorful, interesting, free PPT templates from websites such as Smile Template, Templates Wise, FPPT, Presentation Magazines. We can choose any category of template that suits our need. It is also possible to create our own templates. Make use of the shape, chart, SmartArt and other features to enrich our PPT design. Be creative! Use different colors, varied fonts, and related pictures. In other words, do not let PowerPoint decide how we will use it. However, do remember that the we should be consistent in using the theme.

2. **Let our slides breathe**. We create PowerPoint slides, not powerparagraph slides. Do not use the slides as a manuscript. Break points into different slides, so our audiences will listen and pay attention to us. Slides with paragraphs are not effective to grab audiences' attention. Audiences cannot read and listen at the same time. Do not let audiences spend time reading the text on the PPT instead of listening to us.
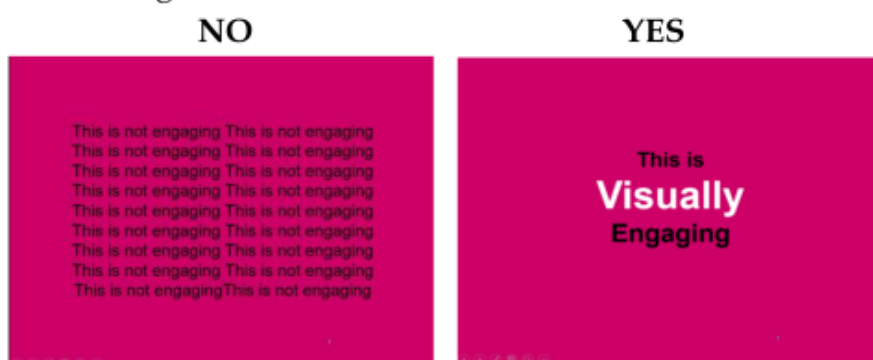
3. **Images say more than a thousand words**. Instead of using texts, images are more effective to deliver mesages. Images tend to catch people's attention. Images make messages more powerful and meaningful. However, do not overuse them. Do not put too many images to make them fit into one slide. Be selective in choosing the images. If we think that we need many images to represent a certain goal, it is better to choose only one image that can sum up the main topic of the slide. Choose images with high quality and leave the blurry or pixelated ones. Avoid displaying tiny images that require the audiences to use binoculars. Blurry images also leave poor impression.
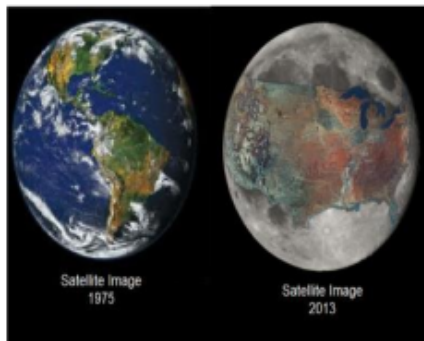
☺   ☹

Source: https://bit.ly/30AsXpM   Source: https://bit.ly/2XOPf5J

PPT images include graphs and background pictures. Use graphs rather than charts and words. Data in graphs are easier for the audiences to comprehend. Here are the don'ts in using graphs: distracting shading, minor gridlines, illogical colors, small fonts, and a missing title.

Source; https://bit.ly/2SeVgas
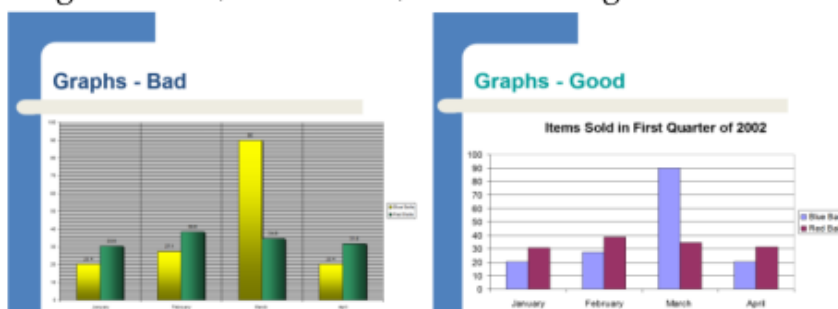
Background pictures should be made simple yet attractive. Avoid using distracting background pictures that make it difficult for the audiences to read the texts on our PPT slides. Besides, be consistent in styling the background. Too many variations of background will ruin the visual of our PPT slides.
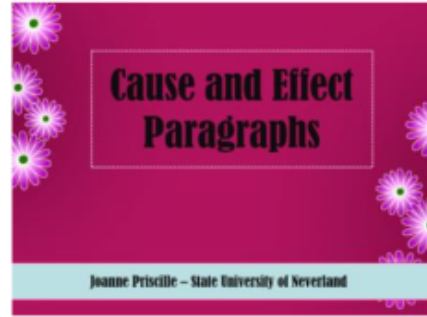
4. **Animation and transition features for lively slides**. Animation and transition features can liven our PPT slides and bring a key point onto our slides with style. Moving animations and transitions also have a lasting impact. We can prevent the audiences from getting bored and make a memorable presentation. Nonetheless, do not go overboard with them. Too many moving animations and transitions also have destroying effects. They will make the presentation boring and time-consuming. Be smart and wise when using the features.
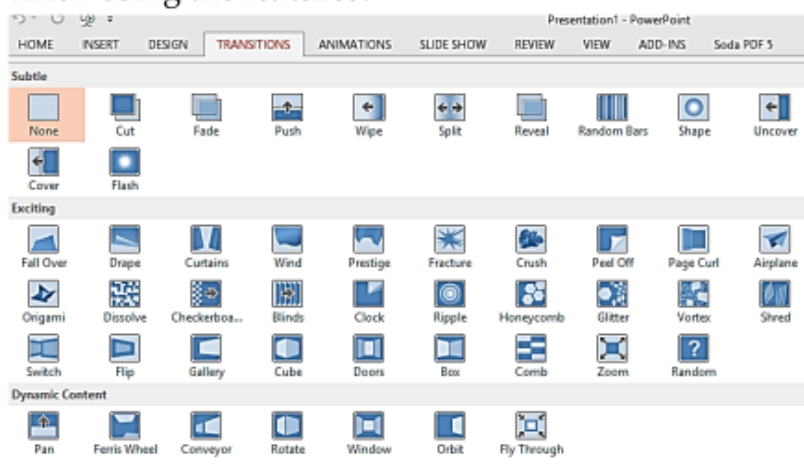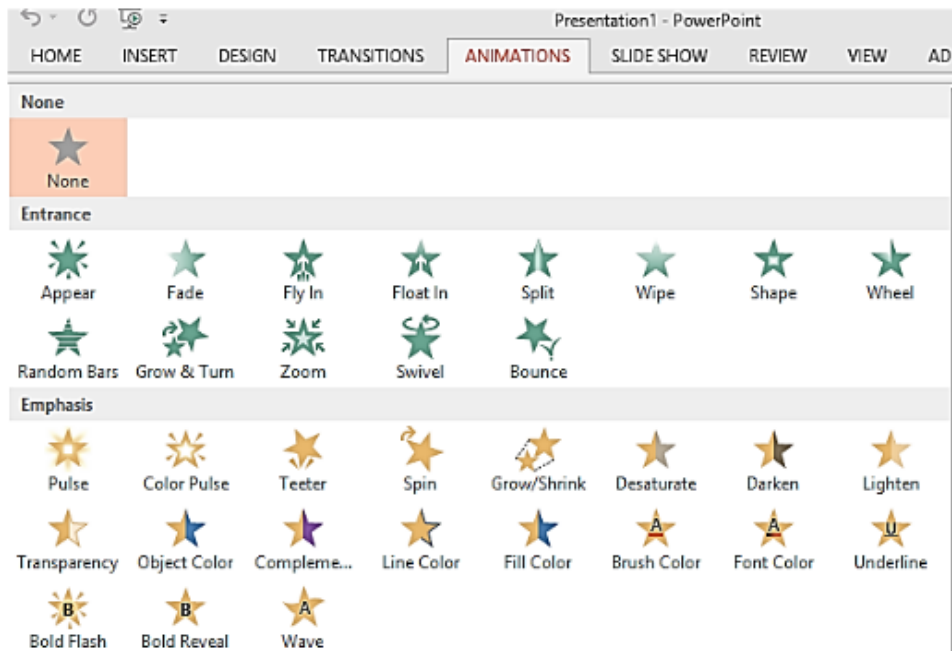
5. **Decorate the slides!** Colors and fonts also play an important part in our PPT slides. What do colors signify? Colors can reinforce the logic of our structure. As an example, we can use dark blue for title and light blue for the content. Different colors are also used to emphasize a point. Things to remember: do not use colors that do not contrast sharply with the PPT backgrounds and do not use different colors unnecessarily. In addition to that, the minimum size of fonts used is 28. We can use different size fonts only for main points and secondary points. Last but not least, use fonts that can have a big impact on our PPT slides. We need fonts that align with our PPT style and the personality we are trying to express. Hence, we need fonts with the right 'voice' so the audiences can feel the messages we are aiming to communicate. Some font types can provide us such power. Feel free to use League Spartan, Open Sans, Bodoni, Candara, Lato, Sacramento, Sans Serif, Garamond, Vergana, Segoe, Verdana, Century Gothic, Libre Spartan, Frankin Gothic, Bell MT, or Tahoma because Times New Roman Arial, Calibri, Courier, and Comic Sans are just not for PPT (Hugges, 2018; Saputra, 2016; Dwipantopo, 2016).

It is the mental processes involved in SLA.
It's based on numerous analyses of the data available on verbal performance and the effects of the language environment.
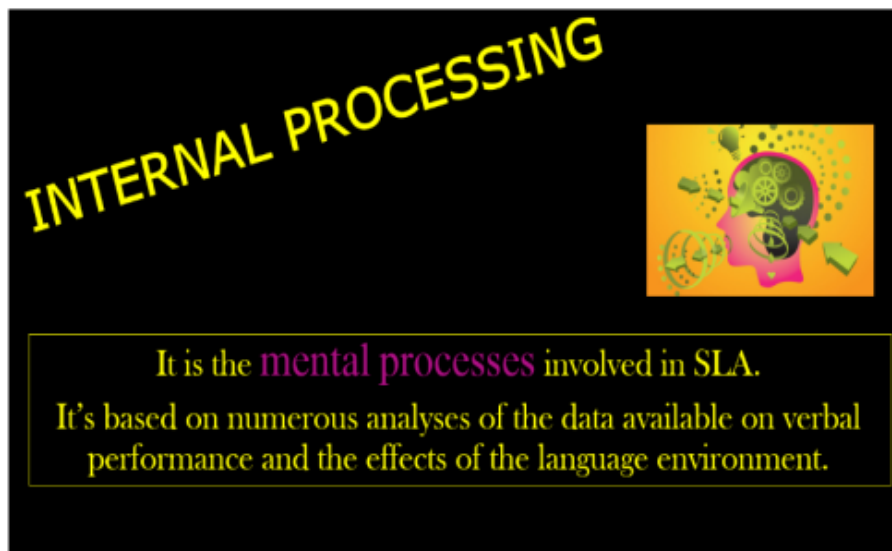
6. **Embed multimedia**. Multimedia like audio and video can spruce up our PPT presentation. They help deliver the messages to the audiences so they can comprehend the content easily. We can directly embed an audio/ a video or link an audio/a video file to our PPT slides. Make sure that the audio/video is good.

Source: https://bit.ly/2xNDwJT
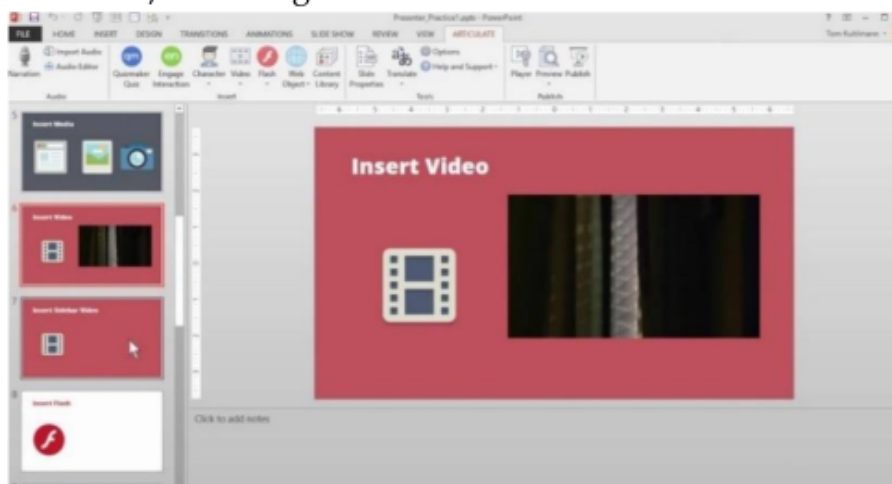
7. **Check the content and the language**. It is important when designing strong a PPT presentation to check the content and the language of our materials. Make sure that the content is well-and-orderly-arranged and written with appropriate and correct grammar. Nothing is worse and

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more stupid than having some grammatical errors or mistakes in our own presentation. Check twice! If needed, proofread our slides for spelling and grammar mistakes and the use of repeated words.

8. **Plagiarism free**. The last but not least, make sure that our PPT slides are plagiarism free. Give credits to every quotation and reference we take in an acceptable manner. This includes embedding images, videos, and audios. Putting somebody else's work without acknowledging the author may lead to breaking academic ethical codes.

ACTIVITY

Visit a journal page and select one article that fits your field. After that, design a PowerPoint presentation based on the article you chose.

EXERCISE

Now practice designing your own powerful PowerPoint slides. Use the basic concept of PPT that you have created in the previous exercise. Design your PPT for a ten-minute presentation.

SHOW YOUR PROGRESS!

Show how far your progress in learning the topic by choosing the color that describes it best.

Source: https://bit.ly/2lXOdqU

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GLOSSARY

WORD	WORD CLASS	MEANING
addressee	noun	one to whom something is addressed
agreement	noun	the state of sharing the same opinion or feeling
anxiety	noun	the state of feeling nervous or worried that something bad is going to happen
anxious	adjective	feeling worried or nervous
articulate	verb	to speak, pronounce or play something in a clear way
audience analysis	noun	a task performed to identify the audience and adapt a speech to their interests, level of understanding, attitudes, and beliefs
audience-centered	adjective	tailored to audience
basic	noun adjective	1) simple and not complicated, so able to provide the base or starting point from which something can develop 2) most important or central to something:
basis	noun	the underlying support or foundation for an idea, argument, or process.
be (put ourselves) in another person's shoes	verb	to be (or put oneself) in another person's situation or predicament.

benefit	noun verb	1) an advantage or profit gained from something 2) receive an advantage; profit.
binocular	noun	an optical instrument
blurry	adjective	something that you cannot see clearly
brand	noun	a particular kind or type of something
breakdown	noun	detailed information that you get by studying a set of figures
bridge	verb	to be or make a bridge over (something)
bulletproof	adjective	impenetrable to bullets
casual conversation	noun	a relaxed conversation, like blabber, chatter, chitchat, gab, gossip, table talk, trivial conversation, jesting, joking, kidding, ribbing, dialoguing, and small talk
chart	noun	a drawing that shows information in a simple way, often using lines and curves to show amounts
clench	verb	press or be pressed tightly together, especially with anger or determination or so as to suppress a strong emotion.
committee	noun	a group of people appointed for a specific function by a larger group and typically consisting of members of that group
con	noun	an argument or evidence in opposition
concise	adjective	to give a lot of information clearly and in a few words; brief but comprehensive.
conference	noun	a formal meeting of people with a shared interest, typically one that takes place over several days.

confirm	verb	to state with assurance that a report or fact is true. state with assurance that a report or fact is true.
confront	verb	to present itself to (someone) so that action must be taken.
constructive criticism	noun	the process of offering valid and well-reasoned opinions about the work of others, usually involving both positive and negative comments, in a friendly manner rather than an oppositional one.
crush	verb	to be infatuated
cultural biases	noun	the tendency for people to judge the outside world through a narrow view based on their own culture
delivery	noun	the manner or style of giving a speech
dilated	adjective	wider or further open than usual
disagreement	noun	lack of consensus or approval
distinguish	verb	to recognize or point out a difference.
distract	verb	to draw or direct (something, such as someone's attention) to a different object or in different directions at the same time
dizziness	noun	having a whirling sensation in the head with a tendency to fall
drop	verb	to fall unexpectedly
embed	verb	to incorporate (a video or other item of data) within the body of a web page or other document
engage	verb	to occupy or attract (someone's interest or attention)
engaged	adjective	become involved in.

engagement (with sb/sth)	noun	being involved with somebody/ something in an attempt to understand them/it
enrich	verb	to improve or enhance the quality or value of
entrepreneurial	adjective	connected with making money by starting or running businesses, especially when this involves taking financial risks
ethical code	noun	a system of principles governing morality and acceptable conduct
expert	noun	a person who is very knowledgeable about or skilful in a particular area.
exposure	noun	the conditions that make available an opportunity to learn or experience new things
extended	adjective	long or longer than usual or expected
fascinating	adjective	extremely interesting
factoid	adjective	something resembling a fact; unverified (often invented) information that is given credibility because it appeared in print
feature	noun	something that makes a product, machine, or system different, and usually better, than others of a similar type
feedback	noun	information about reactions to a product, a person's performance of a task, etc. which is used as a basis for improvement.
fight-flight mechanism	noun	a physiological reaction that occurs in response to a perceived harmful event, attack, or threat to survival.

font	noun	a set of letters and symbols in a particular design and size
formlaity	noun	a thing that is done simply to comply with convention, regulations, or custom
formalized	adjective	to give formal standing or endorsement to; make official or legitimate by the observance of proper procedure.
gender	noun	the fact of being male or female, especially when considered with reference to social and cultural differences, not differences in Biology
geographic bias	noun	a tendency towards a particular location or certain area.
gesture	noun	a movement of the hand, arm, body, head, or face that expresses a thought, opinion, or emotion
glossopobhia	noun	speech anxiety, the fear of public speaking or of speaking in general
go overboard	verb	to do something too much, or to be too excited or eager about something
graph	noun	a diagram (such as a series of one or more points, lines, line segments, curves, or areas) that represents the variation of a variable in comparison with that of one or more other variables
grasp	verb	to comprehend fully
gridlines	noun	the light gray lines that divide each of the cells, rows, and columns in a spreadsheet

guideline	noun	any guide or indication of a future course of action
hand over	verb	to yield control of
harness	verb	to control and make use of (natural resources), especially to produce energy.
hasty	adjective	done in a hurry, sometimes without the necessary care or thought
icebreaker	noun	something that is done or said to get through the first difficulties in starting a conversation or discussion
imagery	noun	a set of mental pictures or images.
influence	noun verb	an effect of one person or thing on another to have an effect upon (actions, events, etc); affect
infographic	noun	a visual representation of information or data, e.g. as a chart or diagram.
interactivity	noun	the process of two people or things working together and influencing each other
interruption	noun	the act of interrupting somebody/something and of stopping them from speaking
involved	adjective	having a part in something : included in something
irritate	verb	to make (someone) annoyed or a little angry.
issue	noun	an important topic or problem for debate or discussion
journal	noun	a periodical dealing especially with matters of current interest
key	noun	most important thing

kick	noun	a stimulating or pleasurable effect or experience
lasting	adjective	continuing to exist or to have an effect for a long time
layout	noun	a thing arranged or set out in a particular way.
leading question	noun	a question that you ask in a particular way in order to get the answer you want
make sense	verb	to have a clear meaning
manner	noun	a way in which a thing is done or happens.
manuscript	noun	the original copy of a book or article before it is printed
master	verb	to become very skilled in or knowledgeable about
mind	verb	to object to
mode	noun	a manner, way, or method of doing something, experiencing something, or acting
moderator	noun	a person who presides over a group event or meeting.
multilingual	adjective	in or using several languages
muscle	noun	one of many tissues in the body that can tighten and relax to produce movement
nature	noun	the set of inherent characteristics or properties that distinguish something
notice	verb	to become aware of.
objective	noun	something worked toward or striven for; a goal.
organized	adjective	able to plan things carefully and keep things tidy
pair	noun	a set of two things used together or regarded as a unit.

panel presentation	noun	a small group in which the individual members interact and present differing viewpoints on a debatable topic
paper presentation	noun	how s.o puts their topic or present their topic in front of the audience
paralanguage	noun	the ways in which people show what they mean other than by the words they use, for example by their tone of voice, or by making sounds with the breath
parallel session	noun	multiple sessions are taking place at the same time
paraphrase	verb	a restatement of a passage giving the meaning in another form, so as to make the meaning clear
participant	noun	a person who takes part in or becomes involved in a particular activity
pause	noun	a short period in which something such as a sound or an activity is stopped before starting again
perception	noun	the way you notice things, especially with the senses
personal experience	noun	he moment-to-moment experience and sensory awareness of internal and external events or a sum of experiences forming an empirical unity such as a period of life
persuasion	noun	the act of persuading or of trying to persuade
phrase	noun	a sequence of words that have meaning, especially when forming part of a sentence.

pitch	noun	how high or low a sound is, especially a musical note
pixelated	adjective	displayed in such a manner that individual pixels are discernible
point	verb noun	to direct other people's attention to something by holding out your finger towards it an idea, opinion, or piece of information that is said or written
poster presentation	noun	the presentation of research information in the form of a paper poster that conference participants may view
power pose	noun	a controversial self-improvement technique or "life hack" in which people stand in a posture that they mentally associate with being powerful, in the hope of feeling and behaving more assertively.
priciple	noun	a fundamental truth or proposition that serves as the foundation for a system of belief or behaviour or for a chain of reasoning
pro	noun	an argument or evidence in affirmation
proofread	verb	to read (printer's proofs or other written or printed material) and mark any errors
PPT background	noun	the part of a picture, photograph or view behind the main objects, people used in PPT
PPT template	noun	a pattern or blueprint of a slide or group of slides that you save as a .potx file.

PPT slide	noun	a series of pictures or pages of information (slides), often displayed on a large screen using a video projector
PPT theme	noun	a predefined combination of colors, fonts, and effects that can be applied to presentation
principle	noun	a basic idea or rule that explains or controls how something happens or works
proceedings	noun	a complete written record of what is said or done during a meeting
public service	noun	a service provided by the government, such as hospitals, schools, or the police
public speaking	noun	the activity of speaking on a subject to a group of people
Q & A session	noun	Q & A is a situation in which a person or group of people asks questions and another person or group of people answers them
rate	noun	a measurement of the speed at which something happens
rehearsal	noun	practice session, try-out, trial performance, read-through, sing-through, walk-through, run-through, going-over, drill
research	noun	a careful study of a subject, especially in order to discover new facts or information about it
research instrument	noun	measurement tools (for example, questionnaires or scales) designed to obtain data on a topic of interest from research subjects

researcher	noun	a scientist who devotes himself to doing research
research data	noun	any information that has been collected, observed, generated or created to validate original research findings.
rhetoric	noun	the art of effective or persuasive speaking or writing, especially the exploitation of figures of speech and other compositional techniques
ribbon	noun	something that is long and narrow like a strip of cloth
roundtable presentation	noun	two 25-minute oral presentations and discussion with a group of 10 people seated around a common table
rundown	noun	an explanation or a description of something
rush	verb	to move forward, progress, or act with haste or eagerness or without preparation
scholar	noun	a learned or erudite person, esp. one who has profound knowledge of a particular subject.
self-confidence	noun	confidence in one's own powers, judgment, etc
self-defense	noun	the skill of being able to protect yourselves from physical attack without using weapons
seminar	noun	an occasion when a teacher or expert and a group of people meet to study and discuss something

sequence	verb	to arrange in a particular order.
shading	noun	the use of marking made within outlines to suggest three-dimensionality, shadow, or degrees of light and dark in a picture or drawing
shattering	adjective	very shocking or upsetting
simplify	verb	to make (something) simpler or easier to do or understand.
sincerity	noun	the absence of pretence, deceit, or hypocrisy.
SmartArt	noun	a new type of graphical tool included in the latest versions of Microsoft Word
social circle	noun	a group of socially interconnected people
speaker	noun	a person who gives a talk or makes a speech
speech	noun	a formal address or discourse delivered to an audience.
stance	noun	a way of standing or being placed
starting point	noun	thing, an idea or a set of facts that can be used to begin a discussion or process
stiffening	adjective	to become firm or more difficult to bend
stuttering	adjective	a disorder of vocal communication marked by involuntary disruption or blocking of speech (as by abnormal repetition, prolongation, or stoppage of vocal sounds)
sum up	verb	to give a brief summary.
sync	noun	in agreement with somebody/something; working well with somebody/something
tailor	verb	to make or adapt for a particular purpose or person.

take sth/s.b for granted	verb	to give little attention to or to underestimate the value of, to fail to appreciate.
thought	noun	an idea or opinion produced by thinking, or occurring suddenly in the mind.
time consuming	adjective	using or taking up a great deal of time
timeline	noun	a line that includes marks showing when particular events happened in the past
tiny	adjective	very small
tone	noun	the quality of somebody's voice, especially expressing a particular emotion
trainee	noun	one that is being trained especially for a job
transition	noun	passage from one state, stage, subject, or place to another
trajectory	noun	a process of change or development that leads toward a particular result
triumph	noun	a great victory or achievement
vice versa	adjective	used to say that the opposite of what you have just said is also true
visual	adjective	of or connected with seeing or sight
Visual aid	noun	item of a visual manner, such as graphs, photographs, video clips etc used in addition to spoken information.
visualization	noun	the formation of a mental image of something.
vocal variety	noun	
voice	noun	1) sound produced by vertebrates by means of lungs, larynx, or syrinx

	noun	2) wish, choice, or opinion openly or formally expressed
workshop presentation	noun	a presentation technique with the primary focus on the audience

APPENDIX

The followings are several annual international seminars and conferences you can consider to attend as your starting up point.

Language Teaching, Linguistics, Literary Studies, Art, and Culture

1. INELTAL (International English Language Teachers and Lecturers Conference)
   Department of English, Universitas Negeri Malang (UM)
   http://ineltal.um.ac.id/http://ineltal.um.ac.id/
2. ISELT (International Seminar on English Language and Teaching)
   Department of english, Universitas Negeri Padang
   http://iselt.fbs.unp.ac.id/
3. ELLIC (English Language & Literature International Conference)
   Faculty of Foreign Language and Culture, Universitas Muhammadiyah Semarang (UNIMUS)
   http://ellic.unimus.ac.id/
4. ELTLT (International Conference on English Language Teaching, Literature, and Translation)
   Department of English, Universitas Negeri Semarang (UNNES)
   http://eltlt.unnes.ac.id/
5. PRASASTI International Seminar on Linguistics
   Linguistics Doctoral Program, Universitas Negeri Sebelas Maret (UNS)
   https://seminarprasasti.uns.ac.id/?schedConf=pisl5
6. ISOL (International Seminar on Linguistics)
   Faculty of Humanities, Universitas Andalas
   http://isol.fib.unand.ac.id/
7. ICONESIA (International Conference on English Studies in Indonesia)
   English Studies Association in Indonesia (ESAI)

https://www.esai-indonesia.org/event/

8. ISOLEC (International Seminar on Language, Education, and Culture)
   Faculty of Letters, Universitas Negeri Malang (UM)
   http://isolec.um.ac.id/

9. International Seminar on Recent Language, Literature, and Local Cultural Studies
   Faculty of Humanities and Postgraduate Study Program in Cultural Studies, Universitas Sebelas Maret (UNS)
   https://sasda.uns.ac.id/?schedConf=3

10. Riksa Bahasa
    The school of Graduate, Universitas Pendidikan Indonesia (UPI)
    http://riksabahasa.event.upi.edu/

11. ISLLAC (International Seminar on Language, Literature, Art, and Culture)
    Department of Indonesian Literature, Universitas Negeri Malang (UM)
    http://isllac.um.ac.id/

12. PIBSI (Seminar Internasional Pertemuan Ilmiah Bahasa dan Sastra Indonesia)
    Indonesian Department, Universitas Jenderal Seodirman
    https://bit.ly/2Z9ESxM

13. IICoLA (International Interdisciplinary Conference on Language Affairs)
    Postgraduate Program of Linguistics, Faculty of Cultural Sciences, Universitas Sumatera Utara (USU)
    https://ocs.usu.ac.id/IICoLA/IICOLA2019

14. ISLC (International Seminar on Languages and Cultures)
    Faculty of Humanities, Universitas Sumatera Utara (USU)
    https://ocs.usu.ac.id/ISLC/ISLC2019

15. LAMAS (The Language Maintenance and Shift)
    Master Program in Linguistics, Faculty of Humanities Universitas Diponegoro (UNDIP)
    http://lamas.undip.ac.id/

16. ICALC (International Conference of Arts Language and Culture)
    Graduate School, Universitas Sebelas Maret (UNS)
    https://pasca.uns.ac.id/icalc/

Law

1. International Seminar "The Natural Resources Law For People's Welfare"
   Faculty of Law, Universitas Jambi
   https://bit.ly/33xngve
2. ICGLOW (International Conference on Globalization of Law and Local Wisdom)
   Faculty of Law, Universitas Sebelas Maret (UNS)
   https://icglow.uns.ac.id/
3. CILS (Center for International Law Studies) Conference
   Center for International Law Studies
   https://cilsconference.ui.ac.id/about/
4. iCLAVE (International Conference On Law and Governance)
   Universitas Indonesia (UI)
   https://iclave.ui.ac.id/
5. ICILS (International Conference on Indonesian Legal Studies)
   Faculty of Law, Universitas Negeri Semarang (UNNES)
   http://icils.fh.unnes.ac.id/
6. ICLJ (International Conference on Law and Justice)
   UIN Syarif Hidayatulla Jakarta
   http://iclj.event.uinjkt.ac.id/
7. ICOLGIS (International Conference on Law, Governance and Islamic Society)
   Faculty of Law Universitas Syah Kuala (UNSYIAH)
   http://icolgis.fh.unsyiah.ac.id/
8. ICLGG (International conference on Law, Governance, and Globalization)
   Faculty of Law Universitas Airlangga (UNAIR)

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http://conference.unair.ac.id/index.php/ICLSD/iclgg2018

Economics

1. ICGSS (International Conference of Graduate School on Sustainability)
   Universitas Merdeka Malang (UNMER)
   https://bit.ly/2N5BrlC
2. PICEEBA (Padang International Conference on Education, Economics, Business and Accounting)
   Faculty of Economics, Universitas Negeri Padang (UNPAD)
   http://piceeba.fe.unp.ac.id/index.php/piceeba4/4th
3. ICIED (International Conference on Indonesian Economy and Development)
   Institute for Economic and Social Research (LPEM) in 2015 and Department of Economics, Faculty of Economics and Business Universitas Indonesia (UI)
   https://icied.ui.ac.id/
4. ISBEST (International Seminar on Business, Economics, Social Sciences and Technology)
   Faculty of Economics, Universitas Terbuka (UT)
   http://isbest.fe.ut.ac.id/
5. MICEB (Mulawarman International Conference on Economics and Business)
   Faculty of Economics and Business, Universitas Mulawarman
   http://miceb.feb.unmul.ac.id/home.html
6. ICMEB (International Conference on Management, Economics, and Business)
   Faculty of Economics and Business, Universitas Mercu Buana
   http://icmeb.mercubuana.ac.id/
7. ICE-BEES (International Conference on Economics, Business and Economic Education)

Universitas Negeri Semarang (UNNES), University Teknologi MARA Malaysia and Universitas Diponegoro (UNDIP)

http://ice-bees.unnes.ac.id/2019/

8. ICEBA (International Conference on Economic & Bussiness Universitas PGRI Adi Buana Surabaya)

Faculty of Economics, Universitas PGRI Adi Buana (UNIPA) Surabaya

http://iceba.unipasby.ac.id/home/

9. ISCRBM (International Seminar of Contemporary Research on Business and Management)

Institut Teknologi Sepuluh Nopember (ITS), Universitas Airlangga (UNAIR), Universitas Surabaya (UBAYA), and STIE Perbanas

http://iscrbm.mmt.its.ac.id/

10. ICoHECI (International Conference on Home Economics and Creative Industry)

Graduate School, Universitas Negeri Yogyakarta (UNY)

http://icoheci.uny.ac.id/

11. CIIBER (Conference on International Issues in Business and Economics Research)

Faculty of Economics, Universitas Negeri Malang (UM)

http://ciiber.fe.um.ac.id/

12. ICIEHI (International Conference on Islam, Economy, and Halal Industry)

Faculty of Economics, Universitas Negeri Malang (UM)

http://iciehi.fe.um.ac.id/

Education

1. ICEE (International Conference On Elementary Education)

The school of Graduate, Universitas Pendidikan Indonesia (UPI)

http://icee.event.upi.edu/

2. ICMScE (International Conference o Mathematics and Science Education)

The school of Graduate, Universitas Pendidikan Indonesia (UPI)

http://science.conference.upi.edu/icmsce2019/

3. ICSE (International Conference os Special Education)

Indonesian of Special Education and Special Service Education, SEAMEO Regional Centre for Special Education (SEAMEO SEN), and Universitas Negeri Surabaya (UNESA)

ttps://icse.conference.unesa.ac.id/

4. CEITSA (Conference on Educational Innovation through Technologies, Society and Its Application)

Universitas Muhammadiyah Sidoarjo (UMSIDA)

https://ceitsa.umsida.ac.id/

5. ISGC (International Seminar on Guidance and Counseling)

Universitas Negeri yogyakarta (UNY)

http://isgc.uny.ac.id/

6. JICSE (Jakarta International Conference on Science and Education)

Faculty of Teacher Training and Education, Universitas Kristen Indonesia (UKI)

https://jicse.fkip-uki.com/

7. ICERI (International Conference on Educational Research and Science)

Institute of Research and Community Services Universitas Negeri Yogyakarta (UNY)

http://iceri.uny.ac.id/

8. InCoTEPD (International Conference on Teacher Education and Professional Development)

Faculty of Language and Art Universitas Negeri Yogyakarta (UNY)

http://incotepd.uny.ac.id/

9. ICOBL (International Conference on Online and Blended Learning)

Graduate School, Universitas Negeri Yogyakarta (UNY)

http://icobl.uny.ac.id/

10. YICEMAP (Yogyakarta International Conference on Educational Management/Administration and Pedagogy)
    Educational Administration Department, Faculty of Education, Universitas Negeri Yogyakarta (UNY)
    http://yicemap2019.uny.ac.id/

Science, Technology, and Engineering
1. ISITIA
   Department of Electrical Engineering of the Institut Teknologi Sepuluh Nopember (ITS)
   https://isitia.its.ac.id/2019/
2. TALENTA (Conference on Engineering, Science and Technology)
   Faculty of Engineering, Universitas Sumatera Utara (USU)
3. SIET (Sustainable Information Engineering and Technology)
   Faculty of Computer Science, Universitas Brawijaya(UB)
   http://siet.ub.ac.id/
4. ICOBEST (International Conference on Business, Economic, Social Sciences and Humanities)
   Universitas Komputer Indonesia (UNIKOM)
   http://icobest.unikom.ac.id/
5. iSEMANTIC (International Seminar on Application of Technology of Information and Communication)
   Lembaga Penelitian dan Pengabdian Masyarakat (LPPM) Universitas Dian Nuswantoro Semarang (UDINUS)
   http://isemantic.dinus.ac.id/2019/
6. ICCAI (International Conference on Computing and Applied Informatics)
   Faculty of Computer Science and Information Techology, Universitas Sumatera Utara (USU)
   https://ocs.usu.ac.id/ICCAI/ICCAI2019
7. ISSE (International Seminar on Science Education)
   Graduate School, Universitas Negeri Yogyakarta (UNY)
   http://seminar.uny.ac.id/isse/

8. ICFSE (International Conference on Food Science and Engineering)
Faculty of Agriculture and Faculty of Mathematics and Natural Sciences Universitas Sebelas Maret (UNS)

9. ICAITI (International Conference on Applied Information Technology and Innovation)
Politeknik Negeri Padang
http://icaiti.org/

10. ICSAS (International Conference on Science and Applied Science)
Physics Department, Graduate Program, Universitas Sebelas Maret (UNS)
https://icsas.uns.ac.id/?schedConf=icsas2019

11. SSEIS (The Science and Science Education International Seminar)
Faculty of Mathematics and Natural Science, Universitas Negeri Yogyakarta (UNY)
http://seminar.uny.ac.id/sseis/

12. ICOGEE (International Conference on Green Energy and Environment)
Faculty of Engineering, Universitas Bangka Belitung
http://icogee.org/

13. ICRMCE (International Conference on Rehabilitation and Maintenance in Civil Engineering)
Department of Civil Engineering, Universitas Sebelas Maret (UNS)
https://sipil.ft.uns.ac.id/icrmce04/

14. SENTA (International Conference on Marine Technology)
Institut Teknologi Sepuluh Nopember (ITS)
http://senta.its.ac.id/senta-2018-2/

15. MISEIC (Mathematics, Informatics, Science and Education.)
Faculty of Mathematics and Natural Sciences Universitas Negeri Surabaya (UNESA)
http://conference.unesa.ac.id/conference/miseic/

16. ISOCEEN (International Seminar on Ocean and Coastal Engineering, Environmental and Natural Disaster Management)
Department of Ocean Engineering, Faculty of Marine Technology
Institut Teknologi Sepuluh Nopember (ITS)
http://isoceen.its.ac.id/about-isoceen/

17. ICATUS (International Conference on Architecture, Technology and Urban Sustainability)
Faculty of Engineering Universitas Udayana (UNUD)
https://ucs.unud.ac.id/conf/icatus

Agriculture

1. AEFS (International Conference on Agriculture, Environment, and Food Security)
Faculty of Agriculture, Universitas Sumatera Utara (USU)
https://ocs.usu.ac.id/AEFS/AEFS2019

2. International Seminar and Workshop of Plant Industry
Graduate Program of Biotechnology Universitas Jember (UNEJ) and Islamic development Bank (IsDB)
http://intersem-plantindustry.pui.unej.ac.id/

3. ICFSE (International Conference on Food Science and Engineering)
Faculty of Agriculture and Faculty of Mathematics and Natural Sciences Universitas Sebelas Maret (UNS)

4. ISeNREM (International Seminar on Natural Resources and Environmental Management)
Institut Pertanian Bogor (IPB)
http://isenrem.ipb.ac.id/

5. ISCO-ISS (International Seminar and Congress of Indonesian Soil Science Society)
Faculty of Agriculture, Universitas Padjadjaran (UNPAD)
http://isco-iss.faperta.unpad.ac.id/index.php/isco/2019

Social and Political Science

1. IAPA

   Department of Administrative Sciences, Universitas Indonesia (UI)

   https://iapa.or.id/konferensi-tahunan/

2. ICAS (International Conference on Administrative Science, Policy, and Governance Studies)

   Faculty of Administrative Science, Universitas Indonesia (UI)

   https://icas-pgs.ui.ac.id/

3. ICOSOP (International Conference on Social and Political Development)

   Faculty of Social and Politcal Science, Universitas Sumatera Utara (USU)

   https://ocs.usu.ac.id/icosop/ICOSOP2019

4. ICSSGT (International Conference on Social Studies, Globalization and Technology)

   Universitas Negeri Padang (UNPAD)

   http://icssgt.pps.unp.ac.id/index.php/icssgt2019/icssgt2019

5. ICOASHE (International Conferences on Archives, Social Science, Humanities and Education)

   Universitas Airlangga (UNAIR) and Perkumpulan Arsip Perguruan Tinggi Indonesia (PAPTI)

   https://event.unair.ac.id/acara/read/icoashe-2019

6. AICoBPA (Annual International Conference on Business and Public Administration)

   Faculty of Business and Public Administration, Universitas Brawijaya (UB)

   http://fia.ub.ac.id/aicobpa/

7. IcoSaPS (International Conference on Social and Political Sciences)

   Faculty of Social and Political Science Universitas Sebelas Maret (UNS)

   http://icosaps2018.fisip.uns.ac.id/

8. ISCLO (International Seminar and Conference on Learning Organization)
   School of Economics and Business, Universitas Telkom
   http://isclo.telkomuniversity.ac.id/
9. ISSP (International Seminar on Social Politics)

Medical Science
1. ICPLM (International Conference of Pharmacy Lambung Mangkurat)
   Program Study of Pharmacy, Faculty of Mathematics and Natural Science, Universitas Lambung Mangkurat
   http://icplm.ulm.ac.id/web/
2. IRSA (Indonesian Regional Science Association)
   Universitas Syiah Kuala, International Centre for Aceh and Indian Ocean Studies (ICAIOS), the Aceh Provincial Government, and IRSA
   https://aceh2019.irsa.or.id/

Research and Community Service
1. ASAIS (Annual Southeast Asian International Seminar)
   Politeknik Negeri Jakarta
   http://asais.pnj.ac.id/

AUTHOR BIO

Nine Febrie Novitasari: A lecturer, a writer, and an author

Nine Febrie Novitasari was born and raised in Situbondo, East Java. She is a faculty member of English Department of Universitas Abdurachman Saleh Situbondo. Her undergraduate and Master's degrees in English Language Teaching were gained from Universitas Negeri Malang. This module *My First Internationl Seminar* shows how she achieves self-actualisation as an English lecturer. She believes that she can be both a writer and an author because authors are self-oriented, while writers are service-oriented. To her, giving lectures at campus is one thing, and contributing to the world is another.
She can be reached at email ninefebrie@gmail.com ☺

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