

ENGLISH FOR COMMUNICATION SKILLS

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August 16, 2019
12.30 to 15.30**

Outline

1. Elements contributing to successful English communication
2. Non-verbal communication skills: Body language, eye contact, and postures
3. Verbal Communication skills: Language
4. English pronunciation that works
5. Academic presentations and a pertinent organizational structure
6. Tips for presenters
7. Hands-on experience in delivering English presentations



1. Elements contributing to successful English communication

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How to go from **average** to an **effective** speaker:

3 pillars

1.1. Content

1.2. Non-verbal communication

1.3. Verbal communication



2. Non-verbal communication skills

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2.1. Body language

- Shaped by previous experience and habits);
- *“Action speaks louder than words.”*
- Alert, composed, and confident

Facial expression consider
Language
eyebrow

I am



I am



I am



I am



I am



I am



I



The importance of eye contact

- **One of the social skills that people seem to be struggling.**
- **Females vs. males?**
- **People with higher-levels of eye contact with others are perceived:**
 - **more dominant and powerful**
 - **more warm and personable**
 - **more attractive and likeable**
 - **more qualified, skilled, competent, and valuable**
 - **more trustworthy, honest, and sincere**
 - **more confident and emotionally stable**

Eye contact

- Increase the quality of interactions
- Our eyes reveal our thoughts and feelings
- *“The eyes are the window to the soul.”*
- *“The eyes don’t lie.”*
- Shows attention
- Creates an intimate bond

Eye contact

Why is eye contact difficult for some people?

- Hiding deceit
- Masking emotions
- Feeling insecure or inconfident

The need to improve the quality of your eye contact



2.3. Postures

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BUSINESS
CHARACTER
SET

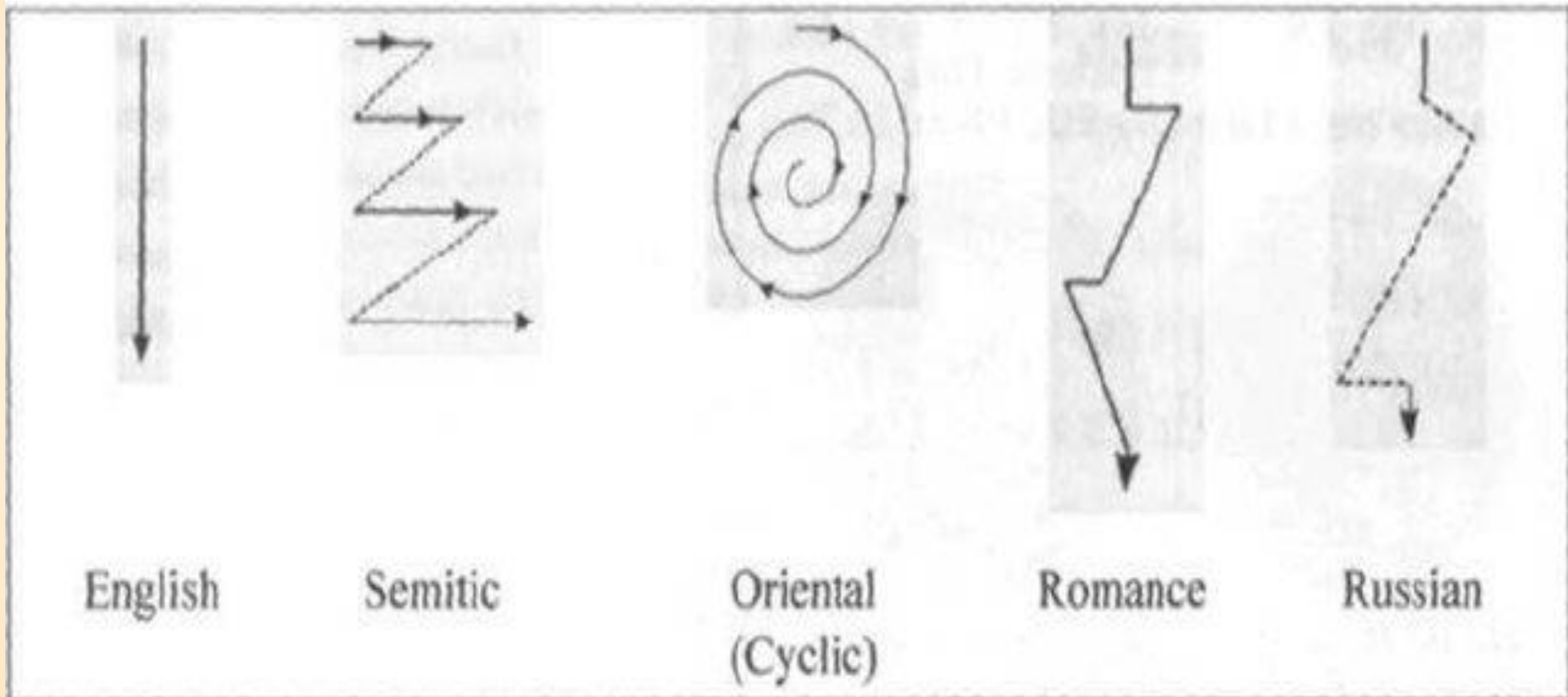


3. Verbal Communication skills: Language

3.1. Each language and its style

Kaplan (1966)

- Cultural thought patterns in intercultural education



3.2. English variation due to the L1 influence: *Singlish, Japlish, Indian English, Filipino English, etc.*



4. English pronunciation that works

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4.1. Consonants

4.2. Vowels

4.3. Stress patterns (Kahoot)

**4.4. Intonation patterns (emotions:
confident, energetic)**

Practice: *I love you.*

- *I am the only one who loves you.*
- *I love nobody else but you.*
- *I do not like you. I love you.*



5. Academic presentations: Language

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- Three stages: Before, during, and after
- Organized, directing the audience to the target part
- Avoid (too) formal language
- buy/purchase; get/obtain/receive; a lot of/substantial/many; thing/aspect; point/issue, good/positive; bad/negative; like/such as/for instance
- Avoid *like* (as a filler)
- Integrate audience-engaging language, but remain to be professional
- *“Let’s move on to ... As you may know, At this point, If I can draw your attention to”*
- Avoid **contractions** on the slides but oral presentation is ok.

5.1. Before presentation

- Prepare
- Use notes and visuals if needed. Be careful.
- Consider your audience
- Keep presentation simple – positive attitudes

5.2. During presentation

5.2.1. Non-linguistic features

- Passion and enthusiasm
- Engaged with the audience and the world, interacting with visuals, maintain an audience's interest, involvement, understanding
- Confidence or assertion (through interaction with the audience). You do it every day.
 - Postures
 - Eye contact
 - Gestures, interaction

5.2.2. Linguistic features (language)

5.2.2.1. Macro approach

→ Oral presentation is structured: Introduction, body, and conclusion

5.2.2.2. Micro approach

→ *Good morning boys and girls!*

voice inflection (volume, pitch, pace)

Practice integrating non-linguistic and linguistic features

1. *There're two experimental studies to be presented.*
(academic)
2. *Of course, the case's quite serious.*
(serious)
3. *The patient was slowly turning around, just to find that*
(narrative, dramatic)
4. *It is the biggest apple that I've ever seen.*
(surprise)
5. *You're adorable!*
(affection)

5.2.2.1. Macro and Micro Approaches

- Divide the content into sequence or chunks
- Organization or sequencing
- 3 parts: Intro, body, conclusion

A. Introduction

- **Greet the audience, introduce yourself, and give the topic**
- **Interaction if possible.**
- **Intro to set the context**
- **A hook; sth relevant, factual, visual to engage the audience**

Language

- *Good morning everybody. My name'sand I'm going to talk about...*
- *Hello. I'm..... and welcome to my presentation about ...*
- *Hello. My name's.....and.....today I'm going to be talking about...*
- *My name's ... and the topic for my presentation today is*
- *My presentation this morning concerns*
- *This afternoon I would like to talk to you about...*
- *This morning I am going to talk about an issue which concerns everyone ...*
- *This presentation focuses on the issue of*

Justifying the topic of your presentation

Strategies: *questions, story-telling, quotes*, etc.

- *There are many concerns regarding ...*
- *... has been the subject of much debate recently, and this is the topic of my presentation.*
- *Recent research has shown that ...*
- *Did you know.....? This is the reason for my talk today.*
- *... and this is the theme for my presentation today.*
- *... so the purpose of my presentation today is to discuss/present/analyze ...*
- *... is a growing problem in the world. For this reason I intend to focus on the issue of...*

Giving the outline of the presentation

- *First(ly), I'm going to look at...*
- *Second(ly), I'll move on to the issue of...*
- *Then I'll move on to examine ...*
- *Lastly/Finally, I'll look at /focus on ...*
- *I have divided my talk into the following main areas:*
- *I am going to divide my presentation into two main parts. First I'm going to describe ... and then I'll move on to look at*
- *And in this part of my presentation I'll be showing you some data/charts/tables ...*
- *I'll also try to explain my findings ...*
- *In the third part of my presentation I'll put forward some ideas about ...*

Transitions

- *After , let me point out that*
- *Time to breathe for the presenter and the audience to*

B. Body

Introducing your first main points

- *Now, I'm going to start by ...*
- *Now I'd like to focus on ...*
- *First, **we**'re going to look at...*
- *Let's start with ...*
- *The first problem I'd like to focus on is that of... Turning then to my first point, ...*
- *To begin with I'd like to say a few things about... I'd like to begin by ...*
- *OK, so let's start by looking at....*
- *I'd like to take a minute or two to define what exactly we mean by...*
- *I'd like to mention three points here, ...*

Referring to research

- *Researchers have identified three key issues here. They are ...*
- *Researchers have shown quite conclusively that ...*
- *A number of recent studies, notably the ones by ... and ..., have shown that...*
- *A number of studies have shown that ...*
- *According to ...*
- *Figures from ... show/suggest/indicate that...*
- *A very interesting study by ... shows that...*

Referring to visual data (*we – welcoming and involving*)

- *If you look at this table, you can see that...*
- *If **we** look at this table, **we** can see that...*
- *The data here shows (**us**) that...*
- *Please take a handout and pass them on.*
- *There are some handouts coming round on*

Presenting a point of view

- *Those in favor of... argue that ...*
- *Advocates of... claim that...*
- *Some people claim that ... but others ...*
- *Most people/scientists would argue that ...*
- *I think it's fair to say that...*
- *Personally, I think there's overwhelming evidence that...*
- *Evidence does seem to show that...*

Emphasizing important points

- *It must be remembered that*
- *It should be emphasized that*
- *I would like to draw your attention to the point that*

Moving to another main point

- *OK, so now I'd like to turn to my next point, which is ...*
- *Moving on, I'd like to take a look at....*
- *Now I'd like to move on to ...*
- *Now let's turn to the issue of...*
- *I want to turn now to ...*
- *Moving on now to ...*
- *Having looked at, let's now think about...*
- *My next point is in regards to*

Making conclusions and summarizing your main points

- *To conclude my presentation, ...*
- *In conclusion, ...*
- *To summarize the main points of my presentation, ...*
- *After all is said and done, I think we can conclude that ...*

Finishing your presentation

- *OK we're coming to the end of the presentation so I'd just like to thank you for listening...*
- *That brings us to the end of my presentation.*
- *Thank you for listening.*

C. After presentation: Asking for questions

- *Would anyone like to ask any questions?*
- *I'm ready to take any questions now.*
- *If anyone has questions, I'll be happy to answer them.*

Answering questions

- *Thank you for your question ...*
- *Good question. I think...*
- *That's an interesting question! As I see it...*
- *Yes, that's an interesting point...*

Dealing with difficult questions

- *Hmm, that's a good question. I don't have the information to answer that question right now, but I'd be happy to find out and get back to you later.*
- *I don't think we have enough time to go into that right now, but I'll be happy to speak to you one-to-one after the presentation if you would like.*



6. Tips for presenters

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For long lasting impacts:

- Be yourself with your own personal style, not a copy-cat.
- Understandable
- Memorable
- Emotional
- If I fail, it is another experience.
- Smile. Everyone deserves a second chance.

PPT Preparation and presentation

- One to two slides for every minute of your presentation.
- No more than 5 - 10 words per sentence, and 4 - 5 lines per slide.
- Use symbols or images instead of texts.
- Simple but effective slides
- Not too busy/noisy, input overload
- Avoid complicated charts and graphs
- Compelling and engaging contents
- Not below 18pt font. 24pt font is recommended.
- Spell check.
- Follow the structure of the presentation

Delivery of the speech at the conference

- Avoid reading directly off your slides.
- If want to, come prepared with copies ahead of time.
- Make eye contact with everyone in the audience.
- Make sure everyone can see your presentation.
- Appropriate body language to enhance the presentation and demonstrate confidence.
- Summarize your presentation.
- Thank the audience for their attention.
- Make sure you finish your speech in time.



7. Hands-on experience in delivering English presentations

7. Hands on experience in delivering English presentations (examples of successful speeches)

What makes these speeches successful?

- Now, listen to the following to two powerful speeches by Emma Watson and Steve Jobs
 1. <https://www.youtube.com/watch?v=nIwU-9ZTTJc&feature=youtu.be>
 2. <https://www.youtube.com/watch?v=1i9kcBHX2Nw>

A close-up photograph of pink cherry blossoms with yellow stamens, serving as a background for the text.

*Thank you for your attention &
enjoy communicating in English*