



研究成果を英語で伝えるスキルに磨きをかけたい皆さんへ：このシリーズでは、東京大学のウッドワード先生が、あなたの今の英語能力を使って成果をより効果的に上手に伝えるためのアイデア、作戦、ヒントを紹介します。また、日本語でのプレゼンにも役立つ多くのアイデアも見つかるでしょう。

## By Invitation of the Editor-in-Chief

# English Scientific Communication Part 8—Delivering the presentation

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In last month's article we considered some useful steps to be taken after preparing a presentation and before delivering it, in order to help us deal with the inevitable nerves associated with presenting. This month, we move to the actual delivery of the presentation and think about steps we can take in order to make our lives easier and again deal with some of the challenging aspects of performing live!

### Making the most of your computer

As you get up on stage to deliver your presentation, remember that you are not alone, but are accompanied by your faithful computer. In a previous article we discussed how beneficial it can be to learn how to use your presentation software correctly, for example in terms of animating images and text to fit with your spoken delivery. The same argument applies to performing live—you can make use of the features of your presentation software to help you in your spoken delivery—particularly with respect to aspects like English vocabulary and pronunciation.

I am always surprised when I watch people setting up their laptops at conferences, at how many simply mirror their computer screen to the projector. Modern versions of PowerPoint and Keynote and of other pieces of mainstream commercial presentation software have built

in features to help presenters during a presentation. In PowerPoint this is referred to as “Presenter View” and in Keynote as “Presenter Display” —we will refer to it as presenter view in this article. This view allows you, as the presenter, access to different on-screen information than appears on the projector screen. During a presentation, it is easy to get distracted and lose track of what is on the next slide. The special view allows you to see exactly what will appear on the projector screen when you press the next slide key or remote control button. You need to practice using presenter view to get the maximum benefit from it, but again, the effort is certainly worthwhile.

The benefits of presenter view extend well beyond simply being able to see what is coming next. Perhaps the most useful feature for non-native English speakers is the notes section. Here you can place notes corresponding to each slide that you can refer to at a glance while presenting. I strongly recommend against using this part of the display for large pieces of text. It is tempting to think that you can write down exactly what you want to say in case you get nervous and forget or lose your place. However, when presenting, it is very difficult to navigate large pieces of text, which necessarily require small font sizes. A much better use of the notes area is to prepare a short list of key English

terms / vocabulary for the slide that can be displayed in a large font (and of course any useful numbers / data that you may wish to quote). This way if you forget a keyword for the slide, you can easily glance at the screen and remind yourself. You can also write out syllabic (e.g. katakana) translations of difficult words (for example chemical names) and refer to them in the same way, as needed. Occasionally there are very important single statements in your presentation that you want to guarantee that you get correct and do not forget. The notes section of the presenter view can also be used for these, but try to keep them clear and concise, so that you can display them at a reasonable font size.

### Presenting with a script

When it comes to delivering your talk, there are two main options (using an outline and presenting freestyle, or following a script) and the one you use will largely depend on your level of confidence and experience. Most presenters speaking in a non-native language for the first time do not feel sufficiently confident to give a presentation based only on an outline with freestyle delivery, but instead like to rely on writing out the entire presentation in full and then either learning it word for word or reading from a script. This is a completely acceptable thing to do and if you deliver a few presentations in this way, the qual-

ity of your delivery and your confidence will hopefully improve to the point where you feel comfortable in working without a script for future presentations. The biggest problem with delivering from a script is the level of concentration required in either remembering the words or in reading from a script. Both of these activities move your attention away from what you are actually speaking about and your interaction with the audience—it is very difficult to read from a script and make eye contact! However, if you really are at the stage where you don't feel confident enough to deliver your presentation without detailed notes, then one option is to do what newsreaders and other television presenters do, which is to use a teleprompter. In particular, using a teleprompter can be very effective if you are required to deliver a speech (rather than a presentation) in English. There are a wide range of teleprompter applications available on most computer platforms including Windows, OSX, Android and iOS. You can arrange your text to be as large as you like and include different colours, and styles for emphasis. The text will autoscroll up the screen while you are presenting and is very easy to read from. You can stop and start the scrolling manually or with a remote control. Some teleprompter applications even have voice control so that the software responds to your words as you speak them and the script scrolls at the perfect pace. For advanced applications like this, it is not necessary to have lots of text on the screen at once and so they are very effective even on mobile phones. That way you can use your laptop for your presentation and sit your mobile phone by the side and use it for teleprompting. Once again, it is important to practice using a teleprompter application in advance to become comfortable and confident in using it. Most teleprompter applications are highly configurable, so you can set them to operate in an ideal way to match your presentation style. The downside to using a teleprompter is that it adds to

the complexity of equipment needed for your presentation and is one more thing that can go wrong. Make sure that you are still capable of delivering the presentation, even were the teleprompter to fail!

One of the advantages of delivering a fully scripted presentation is that it is much easier to time your presentation precisely. When you present freestyle, it is easy to get carried away explaining a particular idea or going off-topic and time can disappear rapidly! In fact, timing is one of the most important elements in delivering a presentation, so we shall consider it in more detail.

### Tuning your timing

One of the key aspects to delivering an effective presentation is the timing. At scientific symposia and conferences, the time available for presentations is limited and is tightly controlled so that sessions don't overrun and everyone has time for coffee breaks and lunch! Therefore it is important that your presentation fits well into the allowed time slot. Ensuring that this happens depends on two important factors: planning and delivery. When planning your presentation, you need to consider the content carefully and arrange your presentation to fit comfortably within the available time. Almost universally people try to put too much information into their presentations and I have witnessed many presentations where the bell ringing to indicate 5 minutes remaining results in a look of alarm on the face of the presenter as they realize they have only just finished their introduction! Getting the timing right is another reason why practicing your presentation is so important. With some effort and careful tuning, you can get your presentation to reliably fit in the time available. The next problem arises when you try to deliver the presentation live! As we have discussed in previous articles, when nervous, the adrenalin our bodies produce tends to make us speak more quickly than we would normally. Moreover, when ner-

vous and trying to concentrate on not making mistakes in what you say, it is easy to completely forget about timing and lose track of how long you have left and what you still need to say. Once again, presenter view can be of great help. It can be configured to display various time information about the presentation. The mode I find most useful is to enter the presentation time and have the on screen timer count down. A nice feature is that the presentation can be started with the title slide on display and the counter will begin when you advance to the first slide. This way you can see at a glance exactly how much time you have left.

When practicing your presentation, try to get someone to record the timings of your slide transitions. You can then work backwards and calculate how much time you should have left when you first display each new slide. You can then put these timings into the notes section of your presenter view, so that when you are presenting, you can check whether your timing is on track or if you need to speed up or slow down. In many cases, as your confidence grows as a presenter, you probably don't need to pay such detailed attention to your timing, but it can certainly be useful at first and helps increase confidence.

My final tip about presentation timing is that in my experience, while audiences can get frustrated with presenters that speak for too long, they do not mind speakers who finish early. Indeed, many session chairs are delighted if a speaker finishes a little early, as it makes it easier to stop sessions overrunning. In addition, it provides a little more time for the audience to ask questions, which is often the most important part of a presentation, but is often cut short due to speakers presenting for too long. This brings us nicely to the end of this month's article with a glimpse of next month's topic, probably the most challenging part of delivering your presentation—answering the audience's questions!

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