Introduction to Teaching

Presentational Skills

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First Impressions...

- You only get one chance to make a good impression
- ‘First impressions last’: the first 3 minutes are crucial
- Initial judgments are very hard to change
Communication & Body Language

Communicating...

- 45% is expressed by our physical appearance
- 20% is expressed by our voice
- 35% is expressed by what we say: our words/phrasing

Stanford University
“Who you are speaks so loudly that I can’t hear what you’re saying”

Ralph Waldo Emerson
Stagecraft

- **Posture**
  How do you stand?

- **Orientation**
  How do you address/face your audience?

- **Proximity**
  How close are you to your audience?
“The medium is the message”

Marshall MacLuhan
Body Language - indicators

- How you ‘look’: eye contact; ‘eyebrow flash’
- How you stand: personal space, balance
- How you shake hands: firm, weak
- How you speak: e.g. tone, pitch, clarity
- How you use your arms: folded, relaxed
- How you are ‘seen’: a ‘warm’ or ‘cold’ person?
Using your Voice

- **Speak slowly**: slower than normal
e.g. 120-140 words per minute
- **Use your breath**: ‘Fuel’ for speaking
- **Pauses are important**: ‘Refueling’
- **Modulate**: e.g. Emphasise key words
- **Articulate the words clearly**
Making presentations

Anxious about ....

- Drying up?
- Losing your place in/thread of your talk?
- Leaving out important facts?
- A more knowledgeable audience?
- Difficult or even impossible questions?
Dealing with nerves...

- Take (even a little) time to think
- Regulate your breathing: breath slowly and rhythmically
- Tense then relax your shoulder & face muscles
- Clench then relax your jaw
- Sip water, wet your lips
NLP argues that inner experiences are often expressed through eyes

- **Up/right**: imagine future events, faces
- **Right**: intend to speak/make sounds
- **Up/left**: search memory for images
- **Left**: recall sounds, words, music
- **Down/right**: recall feelings, sensations
Communication & Distance

• ‘Intimate’ space: less than 2 feet
  (Family, very close friends)

• ‘Personal’ space: 2 to 4 feet
  (‘arms length’: close friends, neighbours, colleagues)

• ‘Social’ space: 4 to 12 feet
  (one-to-one teaching situations, business meetings)

• ‘Public’ space: 12 feet+
  (general teaching situations, meeting strangers)
“You can only talk to a hungry man in terms of bread”

Mahatma Ghandi