

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: Our Eye movements

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 Gandhi

