

Preface

Who is this book for?

This book is part of the *English for Research* series of guides for academics of all disciplines who work in an international field. This volume focuses on preparing and giving presentations. Problems with language (both written and oral) are dealt with extensively, whereas the technical/graphical elements of creating slides are given less space.

The book is designed to help both those who have never done presentations before and researchers whose English is already good (or who are native speakers) but who want to improve their presentation skills.

Chapter 19 is specifically designed to help native speakers present to an audience of non-natives.

The majority of the guidelines given are appropriate for any language, i.e. not just English.

EAP trainers can use this book in conjunction with: *English for Academic Research: A Guide for Teachers*.

What does this book cover?

English for Presentations at International Conferences will help you to

- learn how to assess other people's presentations, including those on TED
- overcome problems with nerves and embarrassment

- prepare and practice a well-organized, interesting presentation
- highlight the essential points you want the audience to remember
- avoid problems in English by using short easy-to-say sentences
- attract and retain audience attention
- decide what to say at each stage of the presentation
- improve your pronunciation
- learn useful phrases
- deal with questions from the audience
- gain confidence and give a memorable presentation
- network and find new research opportunities

How is the book organized?

Chapters 1-5 cover the initial preparation: learning from others (analysing TED presentations) deciding what to say, creating slides in support of what you want to say, etc.

Chapters 6-11 break down the presentation into its separate parts from the first words to the Q&A session.

Chapters 12-15 focus on practising and improving your presentation and your delivery (including pronunciation), and handling your nerves.

The final chapters, 16-19, deal with other aspects of international conferences -networking and posters - plus a chapter dedicated to native English speakers.

Chapter 20 contains a list of useful phrases.

How are the chapters organized?

Each chapter has the following three-part format:

1) FACTOIDS / WHAT THE EXPERTS SAY

In most cases, this section is a brief introduction to the topic of the chapter. Occasionally, the factoids are simply interesting in themselves and have no

particularly relevance to the chapter in question. However, they can be used by EAP teachers as warm-ups for their lessons. All the statistics and quotations are genuine, though in some cases I have been unable to verify the original source.

2) WHAT'S THE BUZZ?

This is designed to get you thinking about the topic, through a variety of useful but entertaining exercises. These exercises can be done either by the reader alone, or in class with an EAP (English for Academic Purposes) teacher / trainer. The final part of each *What's the buzz?* section is a brief outline of the contents of the chapter.

3) The rest of each chapter is divided up into short subsections in answer to specific questions.

How should I read this book?

This book is designed to be like a manual or a user guide—you don't need to read it starting from page 1. Like a manual it has lots of short subsections and is divided into short paragraphs with many bullet points. This is to help you find what you want quickly and also to assimilate the information as rapidly and as effectively as possible.

You can use the Table of Contents as a checklist of things to remember.

Differences from the first edition

There are two main differences from the first edition. Firstly, each chapter now begins with Factoids and a *What's the buzz?* section. Secondly, there are four new chapters (Chaps. 16–19) on networking, preparing and presenting posters, and advice for native English speakers on how to present to a non-native audience.

I am a trainer in EAP and EFL. Should I read this book?

If you are a teacher of English for Academic Purposes or English as a Foreign Language you will learn about all the typical problems that non-native researchers have in the world of academia. You will be able to give your students advice on writing quality research papers and getting referees and editors to accept their papers. In addition, you will generate a lot of stimulating and fun discussions by using the factoids and quotations, along with the *What's the buzz?* exercises.

There is a teacher's guide to accompany this *English for Academic Research* series, with notes on how to exploit all the books: *English for Academic Research: A Guide for Teachers*.

Are the examples in this book taken from real presentations?

Most of the examples are taken from real presentations. Others are manipulated versions of the originals. A few are complete inventions, but nevertheless generally contain real data. All the statistics in the factoids are, to the best of my knowledge, true. Most, but not all, statistics in the example presentations are true.

The author

Since 1984 Adrian Wallwork has been editing and revising scientific papers, as well as teaching English as a foreign language. In 2000 he began specializing in training PhD students from all over the world in how to write and present their research in English. He is the author of over 30 textbooks for Springer Science+Business Media, Cambridge University Press, Oxford University Press, the BBC, and many other publishers

Other books in this series

This book is a part of series of books to help non-native English-speaking researchers to communicate in English. The other titles are:

English for Academic Research: A Guide for Teachers

English for Writing Research Papers

English for Academic Correspondence

English for Interacting on Campus

English for Academic Research: Grammar, Usage and Style

English for Academic Research: Grammar Exercises

English for Academic Research: Vocabulary Exercises

English for Academic Research: Writing Exercises

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