

## CONTENTS

<b>Introduction: What is a Presentation?</b> .....	<b>6</b>
<b>Chapter 1 : Physical Aspects</b> .....	<b>12</b>
Send Your Non-verbal Messages!	
<b>Chapter 2 : Oral Aspects</b> .....	<b>18</b>
Make a Telling Delivery!	
<b>Chapter 3 : Visual Aspects (1)</b> .....	<b>22</b>
Let's Choose the Media!	
<b>Chapter 4 : Visual Aspects (2)</b> .....	<b>30</b>
Let's Process Data!	
<b>Chapter 5 : Visual Aspects (3)</b> .....	<b>36</b>
Let's Design Visual Aids!	
<b>Chapter 6 : Organizational Aspects (1)</b> .....	<b>40</b>
Learn Presentation Formats!	
<b>Chapter 7 : Organizational Aspects (2)</b> .....	<b>48</b>
Learn Presentation Structure!	
<b>Chapter 8 : Presentation Performance</b> .....	<b>56</b>
Make a Demonstration Speech!	
<b>Chapter 9 : Integrated Presentation (1)</b> .....	<b>64</b>
Summarize a Text!	
<b>Chapter 10 : Integrated Presentation (2)</b> .....	<b>70</b>
Research and Deliver a Presentation!	
<b>InfoFile (1) : How to Collect Materials</b> .....	<b>80</b>
<b>InfoFile (2) : Plagiarism and Citation</b> .....	<b>85</b>
<b>巻末付録 : Evaluation Form</b>	

## Chapter 1 Physical Aspects

# Send Your Non-verbal Messages!

### ◇◆この章のねらい◆◇

効果的なプレゼンテーションをするためには、生き生きとした表情で、聴衆に訴えかけるように話す姿勢がとても重要です。この章では、英語でプレゼンテーションを行う際に、どのように **eye contact** や **body language** を使って情報を伝えるかということを学びます。さまざまなスピーチを通して、英語でプレゼンテーションを行う時に必要となってくる身体の動きを実演してみましょう。

### Warm Up



**1. In groups, stand up and explain one of the following topics using only gestures. Do not speak!**

Topics:

- ☐ your pet
- ☐ your friend
- ☐ your favorite sport
- ☐ your part-time job



**2. In groups, stand up and explain the same topic chosen above using only English and gestures. Make sure you do not speak Japanese.**

### Key Points

**1. Learn three types of body language.**

#### Eye Contact

**Eye contact** には発表を行う際に聴衆の注意を自分にひきつけるという役割があります。一人一人に語りかけるように話しながら、どのような反応を得ることができるのか、また確かに自分の言いたいことが伝わっているのかを確認してください。そうすることによって、説得力のあるプレゼンテーションとなり、一方的な発表にはならないでしょう。一点だけを見るのではなく、聴衆全体を見渡すようにして話すことが大切です。



## Gestures

プレゼンテーションの際に行う **gesture** とは、スピーチにあわせて身体（主に手）を動かすことで、より生き生きとした発表にするために欠かせないものです。物事を強調したり，順序だてて説明したり，あるいは口頭だけで描写が不十分な時などに主に使われます。以下の語は特に**強調，順序，描写**を表す代表的な語句です。

強調：You must \_\_\_\_\_! You really \_\_\_\_\_!

extremely, very, great, fairly

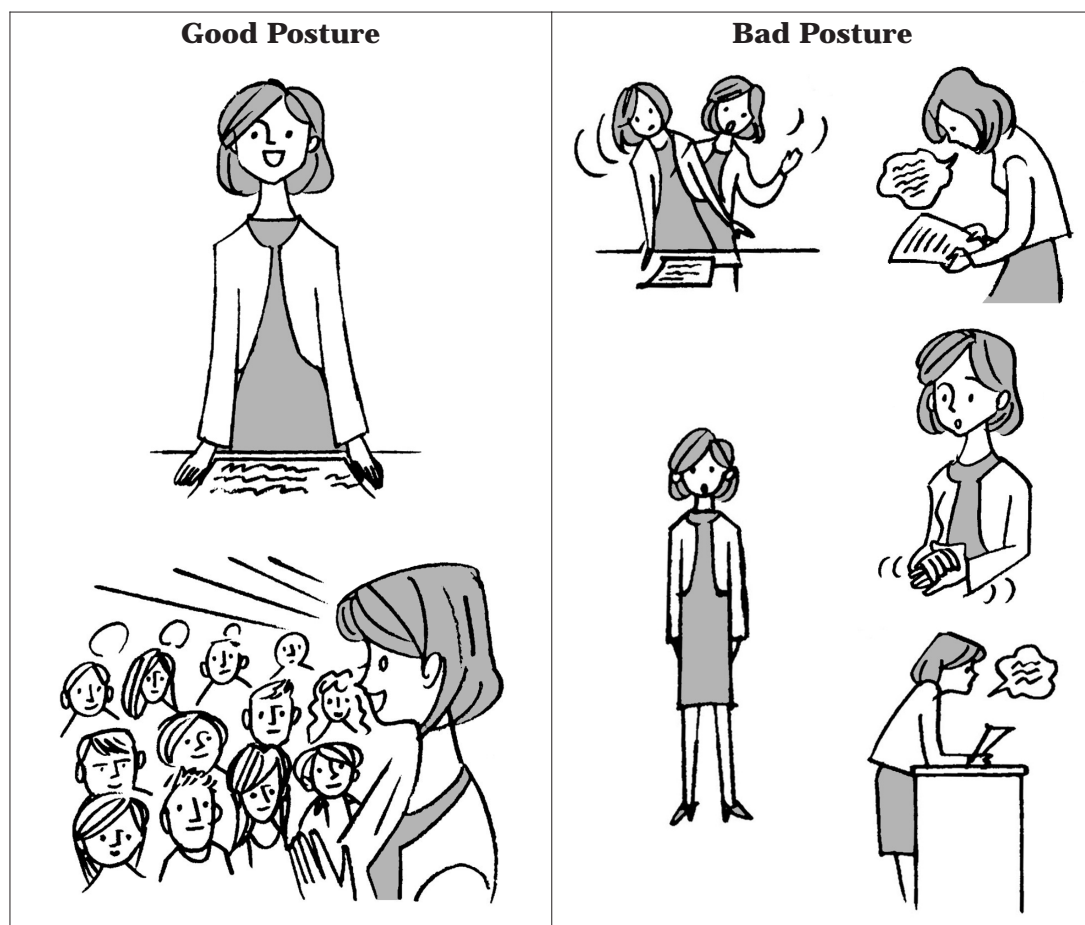
順序：first, second, third, to begin with, finally

描写：big, small, long, round, wide, short



## Posture

**Posture** とは発表を行う際に適切であると思われる姿勢のことを表します。両足を軽く開き，背筋を伸ばしリラックスしてスピーチを行うことが望ましいと考えられています。どのようなものが適切か不適切であるか，イラストを見て確認しておきましょう。



## 2. Match the gestures with the descriptions and illustrations below.

e.g. Make a fist with one hand and hit the palm of your other hand. ( B )( d )

(1) Move one of your hands from an eye level position to a waist height position.

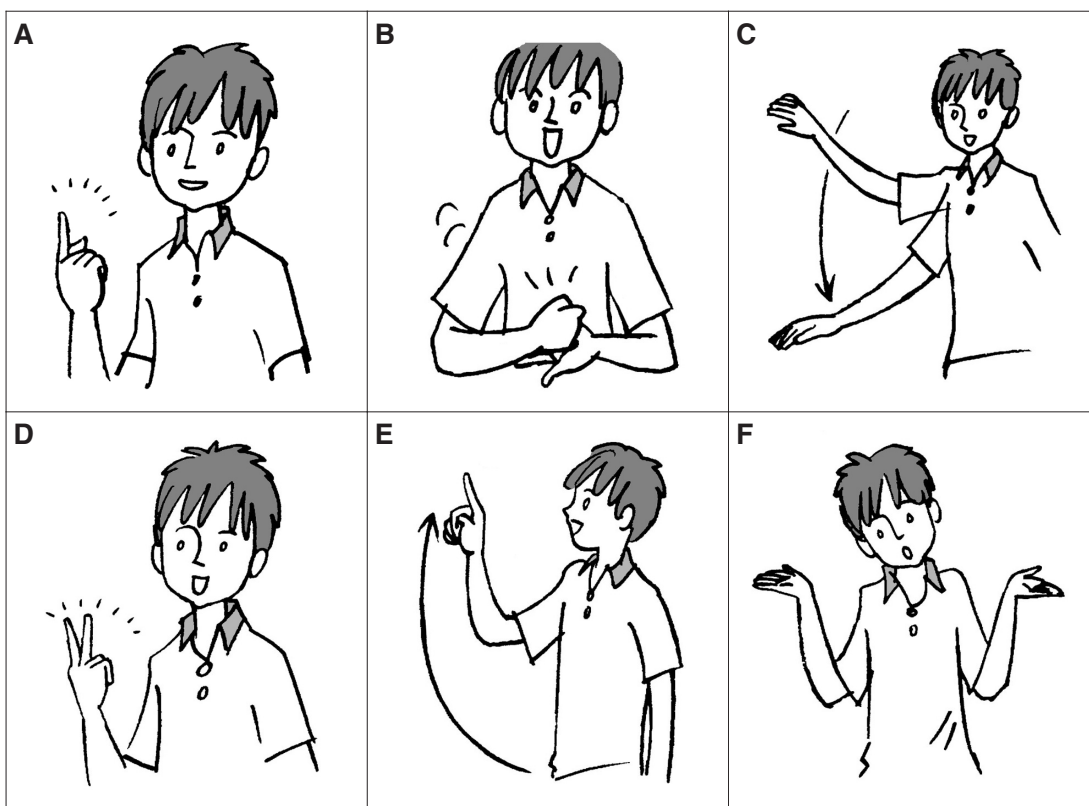
(   ) (   )

(2) Move your index finger diagonally upwards to above eye level. (   ) (   )

(3) Hold both index finger and middle finger pointing upwards in front of you, indicating point number two. (   ) (   )

(4) Hold your index finger pointing outwards in front of you, facing the audience to emphasize a further point. (   ) (   )

(5) Hold hands with the palms facing upwards on both sides of the body. (   ) (   )



a. Gesture indicating shortness

b. Gesture indicating second

c. Gesture indicating a lack of understanding

d. Gesture emphasizing a point

e. Gesture indicating an increase

f. Gesture indicating a further point

## Do It Yourself



- 1. In groups, introduce yourself to other people. While you speak, pay attention to your body movements, such as eye contact, gestures, and posture.**

Hello, my name is \_\_\_\_\_. I live in \_\_\_\_\_.  
 \_\_\_\_\_ It takes \_\_\_\_\_ hours/minutes  
 to come/get to school by \_\_\_\_\_. I am interested  
 in \_\_\_\_\_.

	Yes	No
Did you look your group members in the eye?	<input type="checkbox"/>	<input type="checkbox"/>
Did you use gestures?	<input type="checkbox"/>	<input type="checkbox"/>
Did you use the best posture for the speech?	<input type="checkbox"/>	<input type="checkbox"/>



- 2. Underline the words where you need to use gestures in the given speeches. Then, make the same speeches with gestures in groups. Be expressive, as if you were an actor.**

### Allan's Apartment

Hi, I'm Allan. I live on the top floor of a 32-story apartment building. My apartment overlooks the city, which was built at the edge of a lake. Beyond that is a long mountain range. At night it's great to go inside and have a romantic dinner with my fiancée. There's nothing better than the view of the city lights at night. It's a great place to live.

### Larry's Hangout

Hi, I'm Larry. My favorite hangout is the park. I like to go there on a nice sunny day and find a quiet place with nobody around. I lie on the cool green grass, look up at the brilliant blue sky and just relax. Sometimes I take a picnic lunch and spend the whole day there, reading a nice book. I've taken my friends with me a couple of times and enjoyed the day very much, but mostly I like to go by myself. The warm sun and the breeze make me feel so good.



3. Make the given speech about your hometown using good eye contact, gestures and posture. Before you begin to speak, breathe deeply and relax the muscles in your body so that you don't stand totally rigid.

#### My hometown

Good morning, everybody. Today, I'm going to introduce my hometown, Kyoto. It has two major characteristics, traditional and modern. First, there are a lot of old temples and shrines built in the past. If you visit Kyoto city you'll find various quiet sightseeing spots, including some classical Japanese style gardens. Second, you must remember Kyoto has another side. Once you reach the areas around Shijo Kawaramachi, you can enjoy yourself at interesting places such as pubs, karaoke bars and shopping malls. I love my hometown, Kyoto, so I hope all of you will find it interesting as well. Thank you for your attention.

#### Essential Phrases

Learn various phrases for making a speech.

##### [Greeting]

- Hello!
- Hi, everybody.
- Good morning [afternoon] \_\_\_\_\_.
- Thank you for welcoming me.

##### [Introduction]

- I'd like to talk about \_\_\_\_\_.
- Let me introduce \_\_\_\_\_.
- I'm going to present \_\_\_\_\_.
- My topic today is \_\_\_\_\_.
- Ladies and gentlemen, it is my pleasure to speak about \_\_\_\_\_.

##### [Emphasis]

- You must \_\_\_\_\_.
- You really \_\_\_\_\_.
- You should \_\_\_\_\_.
- You can \_\_\_\_\_.
- Truly \_\_\_\_\_.

**[Chronological order]**

- First / First of all, In the beginning,
- Second, Secondly
- Third, Thirdly
- Finally, In the end,

**[Concluding remarks]**

- In conclusion,
- I have explained that \_\_\_\_\_.

**[Endings]**

- Thank you for your attention.
- Thank you very much.
- Thank you for listening to me.

**Put into Practice!****1. Introducing your interest:**

Talk to your partner and introduce one of your interests. Try to illustrate the physical message as you practice the following sentence below. Then assess your partner's presentation with the Evaluation Form in the Appendix.

My Interest
Hello, my name is _____ . My major is _____ .
I would like to talk about _____ .
I'm very interested in _____ , for the following two [three] reasons.
_____ .
_____ .
_____ .
Thank you for listening to me.

**2. Short Speech :**

Choose one of the following topics and make a short speech in groups. Include some things you have learned about the physical aspects of delivering the message. Assess his/her presentation in groups using the Evaluation Form in the Appendix.

**Topics**

your pet
your friend
your favorite sport
your part-time job

## Chapter 2 Oral Aspects

# Make a Telling Delivery!

### ◆◆この章のねらい◆◆

日本語が「高低型」(Pitch Language)の言語であるのに対し、英語は「強弱型」(Stress Language)の言語です。つまり、単語や文のある部分を強く発音することによって、全体のバランスが保たれているのです。主として聴覚に依存した聴衆にとって、より自然で効果的なプレゼンテーションにするためには、このように単語や文のある部分を強く発音する必要があります。この章では、より印象的なプレゼンテーションを行うために、音声を聞きながら反復し、効果的な強調の仕方や自然な英語のイントネーションを身につけていくことにしましょう。

### Warm Up



**Read the following sentences aloud with appropriate stresses according to the occasion requested.**

#### (1) What would you like to eat?

- a. 相手が「何」を食べたいか聞く時

**What would you like to eat for lunch?**

- b. (話者ではなく)「相手」が何を食べたいか聞く時

**What would you like to eat for lunch?**

#### (2) Students have the Folk Music Festival in summer.

- a. フェスティバルのある「時期」を強調したい時

**Students have the Folk Music Festival in summer.**

- b. 夏に「何」があるかを強調したい時

**Students have the Folk Music Festival in summer.**

- c. 「誰」がフェスティバルをするかを強調したい時

**Students have the Folk Music Festival in summer.**



## Key Points



# 1. Learn some of the important oral aspects for making an effective presentation in English.

## (1) 単語レベル

英語を話す時は声を十分に出さないと子音が聞き取りにくくなります。日本語にない子音, 特に **f, r, v, th** の発音に注意し, **a, o** のような長母音を日本語のようにエー, オーでなく正しく [ei] [ou] と発音するようにしましょう。また, 英語の単語には強勢 (**stress**) があるので, どこにアクセントを置くべきかを意識しながら発音する必要があります。

e. g. flow, fluctuate, rate, price,  
[fl u] [flʌktʃu ɪt] [r ɪt] [pr ɪs]

value, volunteer, only, ladies,  
[v@ lju:] [v`lɒntɪ] [unli] [l ɪdiz]

thank you very much, theoretically  
[æ@ 'k] [v ri] [θ ɛ 6r tɪkAlɪ]

## (2) 句レベル

個々の単語の発音は, 文章の中で発音される時には変化する場合があります。これは一部の音が省略されたり (**elision/reduction**), 後ろの単語と連結したりする (**liaison**) ことによって起こります。

### elision/reduction

e. g. (句レベル) bread and butter, What do you, could have  
supported by, lead to, scientific point  
(単語レベル) handsome, cupboard, government

### liaison

e. g. look at, an increase, based on, come in,  
in a setting, number of, as far as

## (3) 文レベル

助動詞や前置詞のようにそれ自体ほとんど意味を持たずに, 文法的な役割を果たすだけの「機能語 (**function word**)」には強勢は置かれません。

e. g. Give me some money. The girl was interested in painting. (下線部機能語)

文章のイントネーションは, 話者が強調したい部分によっても変わります。プレゼンテーションの中で強調したい部分としては主に「数字, 否定語, 比較描写の形容詞」などが考えられるでしょう。

e. g. They had 104 deaths in traffic accidents last month.  
We should never let them do it.  
This machine is more efficient than that one.



**2. Listen to the narration and mark with ^ where liaison or/and elision take place. The first one is done for you.**

- (1) How did you like your stay in America?
- (2) Come on, take it easy, just keep on doing what you need to do.
- (3) I will leave it up to you since you will take over the position.
- (4) As a matter of fact, she was a kind of an emotional counselor for him.

**3. Repeat after the narration with appropriate stress and intonation.**

### Do It Yourself

- 1. Read the following scripts to get the rough meaning.**
- 2. Listen to the narration, shadowing the script silently.**
- 3. Shadow the scripts while listening to the narration again.**



- A** A recent survey has shown that women in Japan have a tendency to have fewer children than before. According to the survey, the decline in the number of babies born these days is partly due to an increasing number of women choosing to marry later. As for the reasons why they don't want more children, the respondents also referred to the high cost of rearing and educating children in Japan.



- B** Although people tend to attribute the causes of youth crimes to violent video games, I disagree with this point of view. Actually there are various factors behind juvenile delinquency. Video games are popular not only among children but also among adults because they suit the trend of modern society. For instance, speed, outstanding graphics, a large quantity of information; each one of these characteristics of the games is far more beneficial than any toy that has existed before. Furthermore, children might even develop their thinking skills by experiencing competition against each other in role-plays and fighting scenes. In other words, video games are the ideal educational tools for enabling children to simulate virtual reality as preparation for the real world.

## Put into Practice!



1. Here is a passage of the transcript for a presentation. Discuss with your partner when to emphasize and when to use gestures. Underline where you make a point.

Ladies and gentlemen, today I'd like to tell you about the diet of a university student in Oxford, England. Michael Stephen, a 19 year-old student, has started to live in the hall where the students eat and study as well. He used to eat a healthy diet before he came to the college, such as muesli for breakfast and chicken salad for lunch. But now for breakfast he eats two eggs, three sausages, bacon, four pieces of toast with butter and strawberry jam, and all this after a large bowl of porridge. He is doing this because this way he can avoid spending any money on lunch. At his university, breakfast is part of the fixed charge that he pays the college for accommodation.



2. In pairs, practice reading it until you can read it fluently. Then focusing on the oral aspects, simulate a presentation with gestures. Assess your partner's presentation with the Evaluation Form in the Appendix.



3. Write a script for a presentation to introduce 'a well-known person'. Make a presentation in groups and assess each other.