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## **PERFECT METHODS OF TEACHING AND LEARNING A FOREIGN LANGUAGE**

Many people are good speakers, but most weren't born that way. What's the key to their success? Everyone realizes it can be uncomfortable to speak in front of a group, and it is especially hard the first time. Please realize that any questions that you are asked by your classmates or instructor are not meant to be taken personally. Don't be afraid of questions – they are intended to further our understanding of your scientific investigation. The best preparation for presentations is to understand what you did, especially why you set the experiment up the way you did in order to answer a specific scientific question.

An oral presentation consists of three main parts: the introduction, body, and conclusion. An introduction is a must. The purpose of an introduction is to quickly build rapport with your audience and gain their attention. You want the audience to be able to easily follow your thought process as you lead them into the body of the presentation. The main part of the presentation is the body. The body must expound, explain, support, and defend the thesis revealed in the introduction. All main points must be covered. Use examples and illustrations for statements that are difficult for the audience to understand. The presentation should conclude with a well-planned ending.

The following four points should be considered as you plan your ending.

- **Summary:** A clear summary of your purpose and main points will insure that the audience gets the big picture. It should answer the question, "So what?", telling the audience what was important about the information you conveyed. **Emotional Response:** If your speech is designed to arouse an emotional reaction, plan to make a strong appeal in the conclusion.

- **Recommendations:** If your presentation includes a recommendation, particularly one requiring action on the part of the audience, state it clearly as part of your ending. Plan the precise words you will use in your recommendation. Let your audience know exactly what you want them to do.

- **Exit line:** Do not flounder at the end. Make a crisp statement and end your presentation on a positive note.

Irrespective of the method of delivery, the presenter must consider the following parameters in preparing for the presentation: knowledge of the audience, knowledge of subject, use of time, and personal appearance. Additionally, the preparation and use of visual aids is an important element of any effective presentation.

- **Knowledge of the Audience:** Do not patronize your audience! Neither speak down nor speak up to your audience. How much do they already know about your subject? Know the age level of the audience as well as its members' level of educational sophistication and special interests.

- **Knowledge of Subject:** Whether you use notes, manuscript, or strictly memory, you must know your subject well. If gaps exist, do your homework and hit the books!

- **Use of Time:** Time limits are to be observed! You must decide which aspects of your presentation are to be treated with detail and which aspects are to be included for additional information and color.

- **Personal Appearance:** Your personal appearance affects your credibility. Pay significant attention to personal grooming.

It is important to remember that the language used in a presentation reflects upon you and your credibility. Use only professional language appropriate to the audience and the topic. Make sure that correct grammar and word choices are used throughout the presentation.

There is nothing revolutionary about these ideas. But they give the best chances of success for different kinds of learners.