

Medical Presentation Seminar

Course: Intensive Medical English Seminar
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Goals:

The ultimate goal of this intensive English seminar is to prepare medical students for their short presentations abroad. Students will receive instruction on specific strategies for preparing and giving medical presentations in English. Additionally, students will practice their presentations and receive direct feedback on their presentations, English, and Power Point slides.

Tips for a 10-Minute Presentation

- 1. Manage Your Time**
 - a. 10 minutes is very short, practice to make sure you are within the limit
 - b. 5 to 7 slides should be enough
 - c. Keep your introduction very short
 - d. Focus on main points of your research, avoid unnecessary background
 - e. Remember what your audience already knows
- 2. Perfect Your English**
 - a. Write out your entire presentation, correct for perfect English
 - b. Write like you are talking, not like a scientific article
 - c. Identify difficult words and practice their pronunciation carefully
 - d. Try to practice reading your presentation until you can do it smoothly
- 3. Connect With Your Audience**
 - a. Remember to make a personal connection with your audience
 - b. Introduction- keep it short and simple- name, degree/stage, research interests, and possibly a personal note (e.g.- never been abroad, enjoyed interesting local food, etc.)
 - c. Do not read for your introduction, do not sound like you memorized it
 - d. Remember to smile
 - e. Do not apologize for your presentation, preparation, English, or anything
 - f. Conclude by talking to your audience, thank them for listening and for the opportunity to speak with them. Smile and be sincere.
- 4. Present Your Content Accurately**
 - a. It is okay to read from notes about your study in order to be accurate
 - b. Practice reading as many times as possible, slow down a bit for difficult words
 - c. Keep a good pace- not too fast, not too slow
 - d. Try to add a discussion point after reading facts (We were surprised by this result.) and when you do this part, look at your audience and talk to them (not reading from notes)
- 5. Make Clear, Clean, Organized Slides**
 - a. Keep your slides simple and easy to read
 - b. Limit words to short expressions and titles- give explanations in your talk
 - c. Be consistent with fonts, sizes, placements throughout- check carefully!
 - d. Use standard fonts, avoid animation, and keep appropriate level of seriousness
 - e. Try to use light backgrounds and dark letters but try to vary font sizes and colors to show organization of ideas