

GST102 USE OF ENGLISH AND COMMUNICATION SKILLS II

INTRODUCTION

- ▶ WEEK FIVE
- ▶ INTERVIEWS,
- ▶ SEMINAR PRESENTATION
- ▶ PUBLIC SPEECH MAKING

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- ▶ This lecture will enable you to know:
- ▶ How to prepare well for interviews
- ▶ How to present seminars
- ▶ How to prepare a public speech

INTERVIEWS

- ▶ The interview is often called a personality test because it helps the interview board to get an insight into your personality
- ▶ An interview is meant to bring out your capacity to think and act responsibly in the job you have applied for
- ▶ The members of an interview panel judge:
 - ▶ Your imagination
 - ▶ Reasoning
 - ▶ Perseverance

- ▶ English is the language used for most interviews in Nigeria
- ▶ So you must improve your communication skills
- ▶ Answer questions directly, avoid circumlocution of any kind
- ▶ Disambiguate your responses, so that you would not be asked to explain what you meant

Preparing for an interview

- ▶ First step: get to know the subject area very well.
- ▶ Start preparing early because last minute preparation will put unnecessary strain on you and make you a bit nervous.
- ▶ Sometimes the first impression is the last impression, if you fail to make the right impact in the beginning, you are less likely to impress the interview board later.
- ▶ Dress well and neat
- ▶ Be knowledgeable of current trends in your field or discipline

- ▶ Greet the interview panel warmly and wait
- ▶ Do not sit down until you are told to do so
- ▶ Answer any question you are asked in simple and unambiguous manner

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SEMINAR PRESENTATION

- ▶ In a seminar, the presenter makes an exposition of a subject he/she has studied
- ▶ Seminar presentations can be on any important aspect of national life
- ▶ One important aspect of seminar talk is proper delivery: this involves careful articulation, stress on important words and effective modulation of the voice

▶ Your language should be appropriate for the presentation

- ▶ If you are giving a seminar talk or reading a paper, you must think of your main points, the order in which you will present them and the time at your disposal
- ▶ You have to avoid being monotonous and tiresome
- ▶ If you decide to make your presentation using power point slides, make sure it is not too wordy.
- ▶ Like every other kind of writing, your seminar must have an introduction, the body and conclusion.

THE INTRODUCTION

- ▶ After the title of the speech, is the introduction.
- ▶ It is a window through which the audience can peep into the entire speech.
- ▶ It is at this point that the writer can either win or lose the interest and attention of the audience.

General Things to Cater for in the Introduction

- ▶ Make it inviting.
- ▶ Make it pungent.
- ▶ Avoid unnecessary preamble.
- ▶ Make your focus clear.
- ▶ Let it lead to the body of the speech.
- ▶ Create rapport between you and the audience.
- ▶ Establish your credibility and competence to handle the topic.
- ▶ Give necessary background information.
- ▶ Give some hints on the structure of the speech. Relate the topic to the audience.

Some Hints on How to Write the Introduction

- ▶ 1. Ask questions.
- ▶ 2. Tell a story/an anecdote.
- ▶ 3. Give proverbs/idioms.
- ▶ 4. Give statistical facts/figures.
- ▶ 5. Quote a reputable source.
- ▶ 6. Make analogy.
- ▶ 7. Define some concepts

THE BODY OF THE SPEECH

- ▶ Organizing the Body of the Speech:
- ▶ The body contains a full discussion of the focus of the subject matter.
- ▶ There is no limit to the number of sentences that should constitute the body of a speech.
- ▶ The purpose of the speech and the time allotted to the speech are among the major determinants of the length of the body of a speech.

- ▶ Thought-flow Pattern/Order
- ▶ The way the ideas in the mind of the speech-writer are presented is termed thought-flow pattern/order. There are different thought flow patterns that could be employed to enrich the speech.
- ▶ The basic ones are:
 - ▶ 1. Chronological order
 - ▶ 2. Spatial Order
 - ▶ 3. Topical Order
 - ▶ 4. Cause-to-Effect Order
 - ▶ 5. Simple-to-Complex Order
 - ▶ 6. Comparison and Contrast Order

- ▶ Assisting the Reader
- ▶ Kane & Peters, 1966:97 list the following techniques that can help the reader follow your speech:
 - ▶ – Leitmotifs
 - ▶ – Signposts
 - ▶ – Inter-paragraph transition

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The Conclusion

- ▶ The conclusion is as equally important as the introduction and the body of the speech.
- ▶ The conclusion should do, among others, the following:
 - ▶ 1. Summarize the main points;
 - ▶ 2. Suggest solutions or new directions;
 - ▶ 3. Move the audience to action;
 - ▶ 4. Be related to the topic

- ▶ The conclusion brings all the different sections of the talk to gather and the main points are brought into proper relationship.
- ▶ An anecdote, a story or a quotation helps to clinch the talk effectively.

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- ▶ The discussion on a seminar talk might bring up a disagreement in views or take the form of a question seeking clarification.
- ▶ Since copies of the paper to be presented at the seminar are distributed to the participants
- ▶ ahead of the session, you should read it and note where you need a clarification or where you disagree.
- ▶ These points may then be raised at the time of discussion.
- ▶ Criticism must always be constructive and offered as a contribution to the study of the topic discussed.

PUBLIC SPEECH MAKING

- ▶ The socio-cultural environment determine how you structure your speech
- ▶ STEPS FOR EFFECTIVE PUBLIC SPEECH MAKING
- ▶ Observe all protocols
- ▶ Opening of the speech
- ▶ The body of the speech
- ▶ Logical presentation of ideas
- ▶ Voice modulation
- ▶ Absence of jargons
- ▶ Use attention getters
- ▶ Concluding a speech

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▶ **THANK YOU FOR LISTENING**

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