

Teaching English Presentation Skills

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A complete set of classroom materials, teaching techniques, and practical guidelines for teaching a college level ESL course in English Presentation Skills will be provided during this presentation. The key element in this approach is an **organizational framework** chart which outlines the basic steps used in presenting information in English, both formally and informally, and which enables students to organize their ideas in a way that minimizes their linguistic shortcomings. Various components of this framework will be elaborated upon, including **key expressions**, which give one's presentation a more professional tone, **signpost or transitional phrases**, techniques for dealing with **Q&A**, and important elements in **delivery**, such as eye contact, gestures, voice, posture, etc. In addition, a **presentation assessment form** will be provided to enable teachers to evaluate student performance clearly and effectively. Finally, a variety of **presentation types/patterns**, which students should be expected to master, will be examined, together with their concomitant language structures (e.g. process, comparison and contrast, cause and effect, etc.). Teaching English Presentation Skills will include handouts for teachers, and a short video (10 minutes) illustrating many of the key elements presented.

Communicative English Teaching in Large College Classes

Many ESL courses in modern-day Japanese universities still consist of 90 minute lessons, approximately 15 lessons per semester, and class sizes ranging from somewhere between 40 and 90 students. How can a teacher cope with the difficulties presented by this type of situation and still facilitate the use of natural communication in English within the classroom? This presentation will address these problems from the standpoint of the following issues:

- **classroom management** — practical considerations crucial to effective teaching
- **student/student interaction vs student/teacher interaction**
- **introductory lessons**: the importance of setting the stage for communicative teaching
- **communication styles**: Japan vs the West

This presentation will include a number of handouts that teachers should find useful, as well as a short video illustrating many of the principles of effective teaching in large college ESL classes.