

簡報製作要點及注意事項

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09~10 年度派遣學生開訓典禮暨第一次講習會目的及功能

- *介紹自己,加強人際關係
- *利用照片傳達,減少語言障礙
- *扶輪社、學校演講
- ★博覽會做展示介紹
- *燒成光碟,送人當紀念或做參考
- ★增加話題



- 1) 製作要點
- 2) 注意事項
- 3) Sample File
- 4) Q & A



製作要點(1)

- ★標明主題
- *層次分明
- *列舉內容
- *有系統地說明



★ 結構安排:

【三大部分】和【三大原則】。

三大部分:

『台灣』、『扶輪社』、『自己』

三大原則:

- 1. 主題性
- 2. 條理性
- 3. 內容性



第一部分-介紹台灣

★內容: 地理、歷史、傳統、節慶、

人文、經濟、飲食、風景、

產業。

★結構安排:「從大範圍到小目標」



第二部分-介紹扶輸社

★地區、社名、社齡...... 社員人數 (如有推薦社的照片或是社旗等更好)



★家庭、學校、興趣......個人的夢想



* 由面到點

。台灣的地理位置、人口、人口密度、經濟概況, 做爲一個主題,飲食文化、傳統節慶 (Ex: 過年、元宵節、端午、中秋)各爲一個主題。>

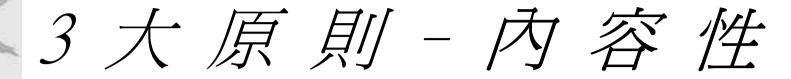
。自我介紹-家庭(包括家人、家的社區、外觀....)、 學校、興趣、休閒活動、.....自己的夢想, 每一個都是主題。>



3大原则-條理性

*分色管理

- ★用底圖或是底色,依不同的主題,做不一樣配置變化。
- ★幫助你做內容取捨及時間的掌控。



- *一張簡報,一個故事
- *自己印象深刻或具有某種意義的
- ★即使給你3個小時的演講時間,都不怕沒有 題材可以講!!



畫面的處理

- *清晰度
- *左右兩邊畫面要平衡。
- ★總之就是看起來順眼!!
- ★不要用一堆的文字



簡報內容資料搜集

- ★拍照
- ★本身所舊有的
- ★網路
- ★觀光局

<資料數位化,檔案化>



避免:

從網路忠實下載 - 文字太多 圖片太多

● 張數?

以我們為例,Approx. 2-3張/min (average)



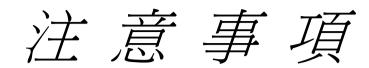
注意事項

- 1. 一圖勝萬語
- 2. 盡量不要做成自動撥放
- 3. 圖片位置大小盡可能一致
- 4. 化繁爲簡



注意事項

- 5. 照片的清晰
- 6. 畫面協調 避免圖片與文字互相擋到
- 7. 原始檔案要隨身攜帶 方便轉檔和修改。
- 8. 更新
- 9. 媒體格式如果能做成網頁格式(HTML) 相容性會更高。



● 5分鐘Power Point英文簡報

檔名:統一格式為

中文名.ppt、中文名.doc

避免:中文名.pptx、英文.ppt 請於寄件主旨上註明您的中文姓名

2月8日第二次講習會英語演講,請事先演練,掌握時間(排練計時)



- ●第1組請mail到biochan@san-tung.com.tw
- ●第2組請mail到hank@hank.twmail.net
- ●第3組請mail到r3480yep@ms78.hinet.net
- ●繳件最終日期為2009年2月3日

恕不接受當天繳交英文簡報



Sample File

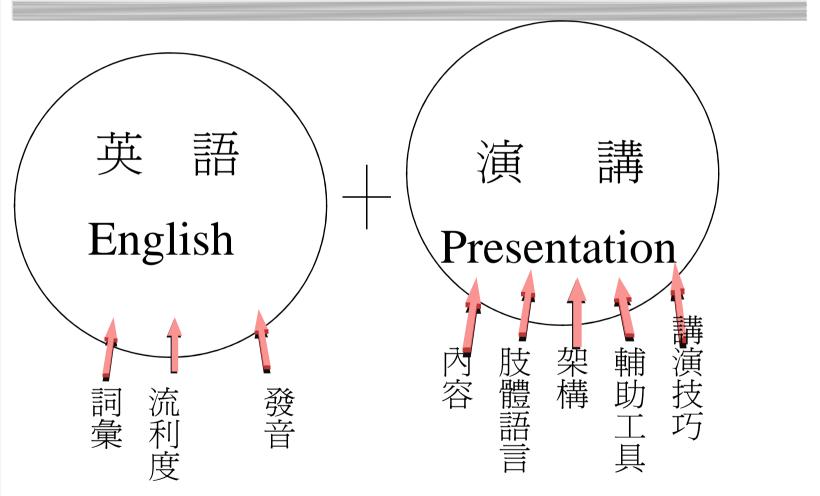


- *預祝各位同學簡報製作順利!!
- *感謝您們的聆聽!!





What does an English presentation consist of? (英語演講元素)





A. Beginning 開頭用語

稱呼語:

- 1) YEP派遣生皆稱呼扶輪社長輩們為Uncles / Aunts
- 2) 扶輪社邀請的來賓稱呼 ladies and gentleman (各位先生女士)
- 3) 學校裡的稱呼: Mr. <u>Williams</u> and fellow students (Williams老師及同學)
- 4) 接待社的成員: Host family / host father (dad), mother (mom), brother, sister...



A. Beginning 開頭用語

其他稱呼語:

Ex: P. Williams = Williams社長 = Uncle/Aunt Williams P.P. Paper= Paper 前社長 = Uncle/Aunt Paper DG Volvo= Volvo 總監 = Uncle /Aunt Volvo PDG Suzuki= Suzuki 前總監 = Uncle/ Aunt Suzuki Mr / Miss / Ms 的用法



B. Name and Nationality

(姓名,國籍)

姓名

Ex: My name is Huang- Chung Chan . (我的名字 叫詹焕忠)

My family name/last name is Chan (我姓詹)

My given name/first name is Huang-Chung. (名煥忠)

You can call me Bio. (你可以叫我Bio)



B. Name and Nationality (姓名,國籍)

國籍

Ex: I am from Taiwan.

I come from Taiwan.

姓名+國籍

Ex: I am Bio Chan from Taipei, Taiwan



C. 感謝邀約語:

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Ex: I am happy to ...... (我很高興能....)
I am glad to......
I feel very happy to....
I feel very honored to ..... (我感到很榮幸能.....)
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D. Geographic overview (地理位置)

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city / county / town / village (市/縣/鎮/村)
south/southern north/northern east/eastern
west/western (南,北,東,西)
Ex: I live in the southern part of Taipei county. (我住在台北縣南端)
downtown, central, outskirts, suburb
(市中心,中心,市郊,郊外)
Ex: My home is located on the outskirts of Taichung.
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(我家住在台中郊區)



E. Language (語言種類)



F. Interests (興趣)

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Ex: My hobbies are..... (我的興趣是.....)
I like/enjoy....... (我喜歡....)
I am interested in...(我對.. 有興趣)
I am good at... (我擅長....)
My favorite pastime is.... (我最喜歡的消遣是....)
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G. Purpose and expectation (參加YEP的目的及期望)

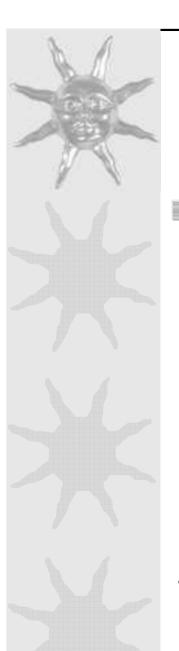
Purpose (目的)

First of all, secondly, thirdly, lastly (首先, 其次, 接下來, 最後)

Ex: There are many things that I want to fulfill (do) during my stay . (在交換時間我想要達成幾個心願)

Coming to..... to study is my biggest dream in my life.

(能到 X國來讀書是我最大的夢想)



H. Misc. (其他)

- Characters (優缺點)
- Personality (個性)
- Family and schools in Taiwan (家庭及學校)
- Impression of the hosting country (對前往)

或

家的印象)

● What you know about Rotary (對扶輪社的

認

知)

● Anecdote (插曲)



I. Gratitude (謝意) 及Ending words 結後語

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Ex: I'd like to take this opportunity to thank ..... for ...
(我想藉此機會感謝....)
Thank you all for.... (感謝各位......)
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Ending words
I'm running out of time. (我超時....)
finally, in all (最後)



Sample Presentation (範例)

* My name is (Debbie), and I am very happy to be here and spend the coming year in (the United State) with you. I come from Taipei which is located in the north part of Taiwan. My city-(Peito) has a population of (人口數) and is famous for hot spring.

During my stay here, I would like to contribute to give information about Taiwan and its culture, and also I would like to learn all about your country and people as much as possible. I know it will be quite difficult for me to do so at first because of my language ability, but I will try hard with your kind understanding and assistance. I would like to take advantage of this opportunity to build a bridge of friendship between your country and Taiwan, becoming an ambassador (ambassadress) of goodwill.



Sample Presentation (範例)

I bring with me the greetings of all Rotarians in District 3480 to all of you an assurance that the exchange student from your district now being hosted by District 3480 can spend a most profitable and enjoyable year in Taiwan.

I thank all of you for giving me this opportunity to spend the coming year with you, and I promise you that I will do my best to be a good exchange student.



Checklist自我評量檢測

- Do you find enough time to prepare?
 (你花足夠的時間準備了嗎?)
- 2. Do you put your points in order?(你把要點都依序成列了嗎?)
- 3.Do you speak clearly—with good pronunciation? (你的演說清楚嗎?發音正確嗎?)
- 4. Do you speak accurately—with no mistakes? (你的演說正確 嗎?有錯誤嗎?)
- 5. Do you speak fluently—without hesitating? (你的演說流利嗎? 有遲疑猶豫嗎?)
- 6. Can you handle questions from the audience? (你可以回答聽眾的問題嗎?)



Checklist自我評量檢測

Rehearse several times and then record your presentation.

(排演並錄音)

Give yourself a grade for the following category. (給自己得分數)

- A. Structure and organization (架構)
- B. Pronunciation (發音)
- C. Grammatical accuracy (文法)
- D. Fluency (流利度)

*** Category A~D focus on language aspect



Checklist自我評量檢測

Other aspects (其他項目)

E. Content (內容)

F. Body Language (肢體語言)

G. Voice Quality (音量)

H. Visual Aides (輔助工具)



Q & A