

LANGUAGE LINKS

The 10 Most Common Presentation Mistakes



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1. Presentation Mistake #1 You Don't Know Your Topic!

A better scenario : Know your material *so well*. Use key words and phrases and include only essential information to keep the audience focused and interested.

2. Presentation Mistake #2 The Slides Are NOT Your Presentation

A better scenario : Speak to the audience, **NOT READ**

3. Presentation Mistake #3 T.M.I. (Too Much Information)

A better scenario : Use the K.I.S.S. principle (Keep It Simple Silly) when designing a presentation.

4. Presentation Mistake #4 Poorly Chosen Design Template or Design Theme

A better scenario : Choose a design that is appropriate for the audience. A clean, straightforward layout is best.

5. Presentation Mistake #5 Electrifying Color Choices

A better scenario : Good contrast with the background is essential to make your text easy to read.

6. Presentation Mistake #6 Poor Font Choices

A better scenario : Stick to easy to read fonts such as Arial or Times New Roman. Use no more than two different fonts - one for headings, another for content and no less than a 30 pt font so that people at the back of the room can read them easily.

7. Presentation Mistake #7 Extraneous Photos and Graphs

A better scenario : Use photos, charts and diagrams *only* to emphasize key points of your presentation.

8. Presentation Mistake #8 W-A-Y Too Many Slides

A better scenario : Ensure your audience stays focused by keeping the number of slides to a minimum. 10 to 12 is plenty.

9. Presentation Mistake #9 Different Animations on Every Slide

A better scenario : Design your presentation with the "less is more" philosophy. Don't let your audience suffer from animation overload.

10. Presentation Mistake #10 Hardware Malfunctions

A better scenario : Check all the equipment and rehearse your presentation.



**"By
Usana"**



Test Your Business Etiquette

Culture Corner

Social and business etiquette can be tricky, and making the right moves can make a big difference. Take this quiz and see how you fare in the following business situations.



*"By
Piyaporn"*

1. Your boss, Ms. Alpha, enters the room when you're meeting with an important client, Mr. Beta. You rise and say "Ms. Alpha, I'd like you to meet Mr. Beta, our client from San Diego." Is this introduction correct?

2. At a social function, you meet the CEO of an important Japanese corporation. After

a brief chat, you give him your business card.

Is this correct?

3. You're entering a cab with an important client. You position yourself so the client is seated curbside. Is this correct?

4. You're hosting a dinner at a restaurant. You've pre-ordered for everyone and indicated where they

should sit. Are you correct?

5. A toast has been proposed in your honor. You say "thank you" and take a sip of your drink. Are you correct?



Now let's see how you did.....

1. No. Introduce the more important person **first**. You should address your client and say "Mr. Beta, I'd like you to meet our Vice President of Development, Ms. Alpha." (Alternative answer? introduce the client as the more important person!)

2. No. In Japan (unlike in the United States or the UK),

business cards are taken as a serious reflection of their owner and are exchanged with great ceremony. Researching the importance of business cards in various cultures can help in avoiding embarrassing faux pas.

3. Yes. When your client steps out of the car, (s)he will be on

the curbside and therefore won't have to deal with getting out in traffic or sliding across the seat.

4. Yes

5. No. If you do, then you're toasting yourself.

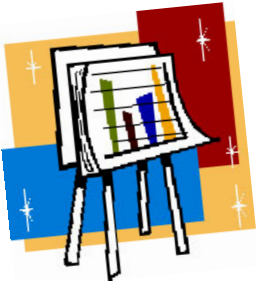


Adapted from
<http://www.gradview.com/articles>

Signposting

Q: Signpost words are commonly used in presentations. Can you give us samples of how to use them?

Here's the Answer



A: When we are giving a presentation, there are certain key words we use to 'signpost' different stages in our presentation. These words are not difficult to learn but it is absolutely essential that you memorize them and can use them when you are under pressure giving a presentation.

When you want to make your next point, you 'move on'.

- 📖 Moving on to the next point.
- 📖 I'd like to move on to the next point if there are no further questions

When you want to change to a completely different topic, you 'turn to'.

- 📖 I'd like to turn to something completely different.
- 📖 Let's turn now to our plans for next year.



When you want to give more details about a topic you 'expand' or 'elaborate'.

- 📖 I'd like to expand more on this problem we have had in Chicago.
- 📖 Would you like me to expand a little more on that or have you understood enough?
- 📖 I don't want to elaborate any more on that as I'm short of time.

When you want to talk about something which is off the topic of your presentation, you 'digress'.

- 📖 I'd like to digress here for a moment and just say a word of thanks to Bob for organizing this meeting.
- 📖 Digressing for a moment, I'd like to say a few words about our problems in Chicago.

When you want to refer back to an earlier point, you 'go back'.

- 📖 Going back to something I said earlier, the situation in Chicago is serious.
- 📖 I'd like to go back to something Jenny said in her presentation.

**"By
Napassawan"**

To just give the outline of a point, you 'summarize'.

- 📖 If I could just summarize a few points from John's report.
- 📖 I don't have a lot of time left so I'm going to summarize the next few points.

To repeat the main points of what you have said, you 'recap'.

- 📖 I'd like to quickly recap the main points of my presentation.
- 📖 Recapping quickly on what was said before lunch.

For your final remarks, you 'conclude'.

- 📖 I'd like to conclude by leaving you with this thought
- 📖 If I may conclude by quoting Karl Marx



Western (International) Vs Thai Meetings

When it comes to running a meeting, some elements are basic no matter where you are in the world. They include effective planning, controlling, leading, staffing and organizing. Each of these elements needs to be adapted to local cultural realities. We will look at how some of them can be applied to the Thai work environment.



Planning

The word plan in Thai is plan, when living in a country with abundant resources, in the past there wasn't a necessity to plan as everything needed was in reach of your fingertips.

However in today's world, westernization has taken over much of the business and government systems. Some ways planning is the same where ever you may be. You need to involve your employees in the planning process.

However, unlike other nations, Thais are shy and humble people. Thais do not like to be assertive. Thais perception and language "assertiveness" and "aggressiveness" are the same.

*"By
Ian Harris"*

In Thailand there is a motto: "The more you talk the more you lose. Better to stay quiet and you will earn some "brownie points" merit. In order to generate involvement, you might consider the Nominal Group Technique (NGT), a form of brainstorming that allows everyone an equal say. (Individual participation)

NGT works by asking everyone in the meeting to participate one at a time around the room. Doing this also prevents the talkative person taking over the floor, and gives encouragement to shy and self-effacing ones. When people participate, you also need to give a lot of encouragement, especially in the initial phase. Do not expect perfection, but look for progress.



1.) Thai people are very concerned about "face". Westerners tend to be thick skinned and not ashamed to admit mistakes and learn from them by taking responsibility for their actions
2.) Thais love to work with a boss who creates good human relationships. They do not like rudeness. Westerners tend to be loud or act in an angry manner in meetings. Westerners have strong

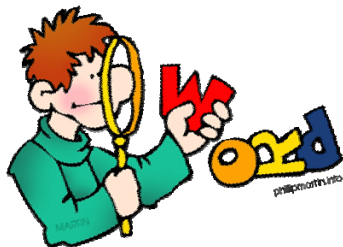
debating bouts in the meeting room, sometimes if one offers a critique of someone, Thais will not forget.
3. By nature, Thai people particularly *hai kiat* (respect) the boss. They do not need to create power because it is already there. However western bosses tend to encourage contradiction and different opinions. Many multi-national corporations and organizations implement flat

self-directed teams and consider all members as equals. This creates a more critical, creative, collective and collaborative working environment which leads to the success of getting a job done and completed on time. It's called teamwork or Macro-management rather than the myopic micro-management of one leader decides all.

Why is English spelling so difficult?

Don't worry if you have a difficult time spelling English. It also takes children whose first language is English a long time to learn spelling. There are some rules, but there is also a lot of memorizing. English is a semi-phonetic language. That means some things are spelled as they sound, and some things are not.

Bits and pieces



English is a very old language. During its long life it has borrowed many words from other languages. Of course each of the languages had different spelling rules.

That is one reason spelling is inconsistent.

*"By
Pimravee"*

Another reason is that spelling wasn't standardized. (nobody agreed on what it should be) until about one or two hundred years ago. Everybody used different spelling for the same words. Finally someone took the most popular spellings and put them in a dictionary. Now that is how we spell them.



Adapted from
<http://www.5minuteenglish.com>

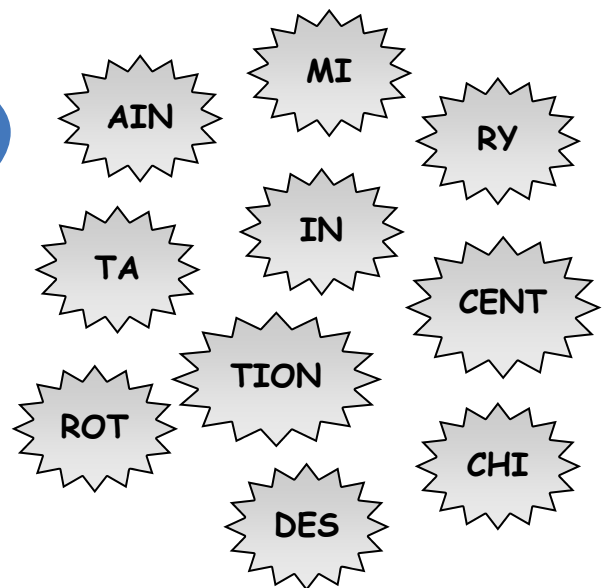
Ways to Improve your Memory

Broken Sequences

Six words have had one or more syllables removed. Using those that are given below, make the words whole again.



1.TRUC.....
2. CAR.....
3.DE.....
4. MA.....NE.....
5. CON.....NATE
6. M.....TEN.....



1. Piece of writing —> _ _ _ _ CLE
2. Shoulder bone —> _ _ _ _ CLE
3. Historical record —> _ _ _ _ CLE
4. Means of transport —> _ _ _ _ CLE
5. Marine crustacean —> _ _ _ _ CLE
6. Male organ —> _ _ _ _ CLE
7. Piece of matter —> _ _ _ _ CLE
8. Spike of ice —> _ _ _ CLE
9. Geometrical shape —> _ _ _ CLE
10. Limb of a sea creature —> _ _ _ _ CLE

Happy Ending

Find 10 words ending in -CLE and direction linked to the clues given. There 1 letter per dash.



Answer : Broken Sequences

- | | |
|----------------|----------------|
| 1. Destruction | 4. Machinery |
| 2. Carrot | 5. Contaminate |
| 3. Indecent | 6. Maintenance |

Answer : Happy Ending

- | | |
|--------------|--------------|
| 1. Article | 6. Testicle |
| 2. Clavicle | 7. Particle |
| 3. Chronocle | 8. Icicle |
| 4. Vehicle | 9. Circle |
| 5. Barnacle | 10. Tentacle |

Reference from
101 Ways to Improve your Memory : Reader's Digest, 2005

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