2021 National Games-Training Program for the Hosts

 Rae Lan, Ph.D. National Taipei University

8/18-21/2021

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Warm up Activity***
1. Sinking or thinking
2. Piece, fork, and sheet
3. Who or Hu
4. In your Facebook
* TED Talk- “8 secrets of success” by Richard St. John
1. What are your 3 secrets of success?

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

1. What are the speaker’s 8 secrets of success:

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

* ***SWCR Self-Analysis***

|  |  |
| --- | --- |
| **Strengths** | **Challenges** |
| **Weaknesses** | **Rewards** |

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**Opening, Transitional Words/Phrases, Closing and Giving Feedback**

* **Opening- Attention getters**
	+ Asking a question
	+ Using facts or statistics
	+ Giving a quotation
	+ Making a staggering statement
	+ Telling a story
	+ Compare and contrast (simile, metaphor)
	+ Showing a good sense of humor by telling a joke or a funny anecdote
* **Using transitional phrases**
	+ Furthermore, in addition, as a result, however, on the other hand,

(Please refer to the handouts on Transitional Words and Phrases!)

* **Closing- TIME counts! (pre-write a 15-second long concluding statement!)**
	+ Using signaling phrases
		- In conclusion,
		- In summary,
		- To sum up,
		- All in all,
		- Last but not the least
* **Giving feedback: Sandwich Evaluation (Positive + Suggestions + Positive)**
	+ Start with formulaic scripts then later use your own words
	+ Always provide 3 positive feedback first (complimenting)
	+ With a twist of turn “However”, provide your 3 suggestions
	+ End with a final positive and encouraging note

Thank you for a wonderful/insightful/nice speech. I think you did a fabulous job in using a terrific attention getter, being very well-organized / well-prepared / well-rehearsed, having great time control, using effective body language, giving great eye-contact, sharing your personal experience, showing a very good sense of humor, having rich contents. However, I believe you would do a better job if you could pay more attention to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. All in all,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Speaker: \_\_\_\_\_\_\_\_Evaluator: \_\_\_\_\_\_\_\_ Points: \_\_\_/ 15

|  |  |  |  |
| --- | --- | --- | --- |
| Points for Evaluation | Check | Check  | Remarks |
| 1. Opening/ Attention getter |  |  |  |
| 2. Well-organized |  |  |  |
| 3. Intonation and articulation |  |  |  |
| 4. Use of signposts |  |  |  |
| 5. Content (interesting or informative) |  |  |  |
| 6. Use of visuals |  |  |  |
| 7. Good eye-contact |  |  |  |
| 8. Looking confident |  |  |  |
| 9. Effective gestures |  |  |  |
| 10. Appropriate body movement |  |  |  |
| 11. Passion and enthusiasm (charisma) |  |  |  |
| 12. Closing phrase |  |  |  |
| 13. Good ending |  |  |  |
| 14. Good time control |  |  |  |
| 15. Well-rehearsed & prepared/Fluency |  |  |  |

**Additional feedback:**

P. 3

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8/18-21/2021

Speaker: \_\_\_\_\_\_\_\_Evaluator: \_\_\_\_\_\_\_\_ Points: \_\_\_/ 15

|  |  |  |  |
| --- | --- | --- | --- |
| Points for Evaluation | Check | Check  | Remarks |
| 1. Opening/ Attention getter |  |  |  |
| 2. Well-organized |  |  |  |
| 3. Intonation and articulation |  |  |  |
| 4. Use of signposts |  |  |  |
| 5. Content (interesting or informative) |  |  |  |
| 6. Use of visuals |  |  |  |
| 7. Good eye-contact |  |  |  |
| 8. Looking confident |  |  |  |
| 9. Effective gestures |  |  |  |
| 10. Appropriate body movement |  |  |  |
| 11. Passion and enthusiasm (charisma) |  |  |  |
| 12. Closing phrase |  |  |  |
| 13. Good ending |  |  |  |
| 14. Good time control |  |  |  |
| 15. Well-rehearsed & prepared/Fluency |  |  |  |

**Additional feedback:**

P. 4

**2021 New Taipei City Pre-service English Teachers Training Workshop**

The “1-2-3-4 Speech Activity” Rae Lan, Ph.D. National Taipei University

**Transitional Words & Phrases(Credits: http://www.studygs.net/wrtstr6.htm)**

* **Using transitional words and phrases-** helps papers read more smoothly, and at the same time allows the reader to flow more smoothly from one point to the next.
* **Transitions enhance logical organization and understandability** and improve the connections between thoughts. They indicate relations,
whether within a sentence, paragraph, or paper.

**This list illustrates categories of "relationships" between ideas,** followed by examples:

1. **Addition:** also, again, as well as, besides, coupled with, furthermore, in addition, likewise, moreover, similarly

*When there is a trusting relationship* coupled with *positive reinforcement, the partners will be able to overcome difficult situations.*

1. **Consequence:** accordingly, as a result, consequently, for this reason, for this purpose,
hence, otherwise, so then, subsequently, therefore, thus, thereupon, wherefore

*Highway traffic came to a stop* as a result of *an accident that morning.*

1. **Contrast and Comparison:** contrast, by the same token, conversely, instead, likewise, on one hand, on the other hand, on the contrary, rather, similarly, yet, but, however, still, nevertheless, in contrast

*The children were very happy.* On the other hand*, and perhaps more importantly, their parents were very proactive in providing good care.*

1. **Direction:** here, there, over there, beyond, nearly, opposite, under, above, to the left, to the right, in the distance

*She scanned the horizon for any sign though* in the distance *she could not see the surprise coming her way.*

1. **Diversion:** by the way, incidentally

*He stumbled upon the nesting pair* incidentally *found only on this hill.*

1. **Emphasis:** above all, chiefly, with attention to, especially, particularly, singularly

*The Quakers gathered each month* with attention to *deciding the business of their Meeting.*

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1. **Exception:** aside from, barring, beside, except, excepting, excluding, exclusive of, other than, outside of, save

*Consensus was arrived at by all of the members* exclusive of *those who could not vote.*

1. **Exemplifying:** chiefly, especially, for instance, in particular, markedly, namely, particularly, including, specifically, such as

*Some friends and I drove up the beautiful coast* chiefly *to avoid the heat island of the city.*

1. **Generalizing:** as a rule, as usual, for the most part, generally, generally speaking, ordinarily, usually

*There were a few very talented artists in the class, but* for the most part *the students only wanted to avoid the alternative course.*

1. **Illustration:** for example, for instance, for one thing, as an illustration, illustrated with, as an example, in this case

*The chapter provided complex sequences and examples* illustrated with *a very simple schematic diagram.*

1. **Similarity:** comparatively, coupled with, correspondingly, identically, likewise, similar, moreover, together with

*The research was presented in a very dry style though was* coupled with *examples that made the audience tear up.*

1. **Restatement:** in essence, in other words, namely, that is, that is to say, in short, in brief, to put it differently

*In their advertising business, saying things directly was not the rule.* That is to say*, they tried to convey the message subtly though with creativity.*

1. **Sequence:** at first, first of all, to begin with, in the first place, at the same time, for now, for the time being, the next step, in time, in turn, later on, meanwhile, next, then, soon, the meantime, later, while, earlier, simultaneously, afterward, in conclusion, with this in mind,

*The music had a very retro sound but* at the same time *incorporated a complex modern rhythm.*

1. **Summarizing:** after all, all in all, all things considered, briefly, by and large, in any case, in any event, in brief, in conclusion, on the whole, in short, in summary, in the final analysis, in the long run, on balance, to sum up, to summarize, finally

*She didn't seem willing to sell the car this week, but* in any case *I don't get paid until the end of the month.*

P. 6

**2021 New Taipei City Pre-Service English Teacher Trainer Workshop**

**Rae Lan, Ph.D. National Taipei University**

**Exercise 1- Class 1 Self introduction (video-taped as a pre-workshop speech)**

**Please prepare a 2-minute self-introduction and name three of your qualities**

**Exercise 2-Class 1 (reading notes allowed and videotaped)**

**Please prepare a 2-minute** **talk on “Three Secrets to Success” based on the video**

Specifically please

a. use an attention getter (using a question)

b. name three reasons why you agree or disagree with the speaker

c. give a concluding statement using a different concluding phrase

**Exercise 3- Class 1 (reading notes allowed and videotaped)**

**Please prepare a 2-minute speech on keeping your goals to yourself.**

Do you agree or disagree with the speaker? Why or why not? \ Give three reasons.

Specifically please

a. use an attention getter (using a question)

b. name three reasons why you agree or disagree with the speaker

c. give a concluding statement using a different concluding phrase

d. use gestures

**---------------------------------------------------------------------------------------------------------------------**

**Exercise 4- Class 2 (notes on index cards only and video-taped)**

**Please prepare a 3-minute speech about any topics on FOOD or TRAVE!**. Specifically please

a. use an attention getter (using statistics)

b. name three key points

c. use at least three transitional words or phrases (signposts)

d. give a concluding statement using a different concluding phrase

e. use visuals (cards, pictures, props…)

f. use gestures

**Exercise 5- Class 2 (notes on index cards only and videotaped)**

**Please prepare a 3-minute speech on a topic of your interest.**

Specifically please

a. use an attention getter (using a quote)

b. name three key points

c. use at least three transitional words or phrases (signposts)

d. give a concluding statement using a different concluding phrase

e. use visuals (cards, pictures, props…)

f. use gestures (body languages)

P. 7

**English for Tourism and Hospitality Rae Lan, 08/18-21/2021**

**Presenting like Steve Jobs**

[**http://lms.ntpu.edu.tw/course.php?courseID=10845&f=doc&cid=181912**](http://lms.ntpu.edu.tw/course.php?courseID=10845&f=doc&cid=181912)

* Set the \_\_\_\_\_\_\_\_\_
	+ Make the theme clear and consistent
	+ Create a headline that set the direction for your meeting
* Provide an \_\_\_\_\_\_\_\_\_\_\_
* Open and close each section with a clear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Demonstrate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Wow your audience
		- extraordinary, amazing, cool, incredible, unbelievable
	+ Selling your experience
* Make numbers and statistics \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Analogies help \_\_\_\_\_\_\_\_\_\_\_\_\_ the dots for your audience
* Make it \_\_\_\_\_\_\_\_\_\_\_\_
* Paint a simple picture that doesn’t overwhelm
	+ Video clips
	+ Demonstration
	+ Guest
* Give them a \_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_ your memorable moment and build up to it
* Rehears, Rehearse, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ Spend time to rehearse
* And one \_\_\_\_\_\_\_ thing
	+ Give your audience an added bonus to walk away with

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 Rae Lan, Ph.D. National Taipei University

8/18-21/2021

**1. Opening and Closing**-

a. a photograph or cartoon e. a surprising fact or statistic i. a popular math

b. a problem or a puzzle f. a news heading j. to raise their hand

c. somebody well-known g. a question k. a story or anecdote

d. a video h. a joke l. to talk to a neighbor

**2. Smooth Structure- (The classical 3-parts)**

a. beginning

b. Body

c. closing

**3. Voice Power- (Audio 1.10)**

You know, l there are a lot of myths about speaking in public. Myth number one is that what you actually say is only seven percent of the message. Thirty-eight percent is how you sound and fifty-five percent is how you look. But think about it. I mean, if that was true, you could go to a talk in Swahili and still understand ninety-three percent! Myth number two is that public speaking is most people’s greatest fear – just above death. The comedian Jerry Seinfeld has a great joke about that. He says, “Come on, if it really was their greatest fear, at a funeral the person giving the eulogy would rather be in the box”

**4. Visual Aids-**

* PowerPoint Slides (Presenting like Steve Jobs)
* Anything goes but cater to the specific audience!

**5. Facts and Figures- (Practice reading)**

a. In Q4 we saw a 19.7% increase in revenues

b. We’ve managed to bring down cost by 24.9%

c. We currently have 97 branches in 205 countries

d. We’ve made a substantial investment of $499.1 m.

e. 76% of the respondents in our survey actually expressed no preference.

f. The basic model comes in 56 different versions

g. Turnover this year was €112.687.401.

h. The project will be completed in 6-10 weeks

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**6. Body Language- (Match the following with the six pictures in the PPT)**

1. I think there are three main issues here.

2. I ask you, what are we supposed to do?

3. I wonder what the answer is here.

4. OK, let’s take these points one at a time.

5. This really isn’t good enough!

6. Let’s just remember one thing.

**7. Rapport Building- (Audio 2.02)**

One simple way of connecting with an audience is to reduce the number of references to

“ I “ and “ you “ and replace them with “ we “. Increase rapport in the statements below by changing some of the pronouns to the first person plural. Then listen and check your answers.

a. Now I know this is something that affects each and every one of you.

b. I think you’d all agree that in the long term this is in your best interests.

c. You need to be asking yourselves: what are you trying to achieve?

d. So do you or don’t you take up the challenge? The choice is yours

e. I’ve got three amazing new products I want to share with you today. So let me get started

**8. Impact techniques- Video**

a. the power r\_\_\_\_\_\_\_\_\_\_\_\_

b. the power of q\_\_\_\_\_\_\_\_\_\_

c. Use q\_\_\_\_\_\_\_\_\_\_\_\_ and c\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Use a\_\_\_\_\_\_\_\_\_\_\_\_ and m\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. the power of p\_\_\_\_\_\_\_\_\_\_ word

f. Group of t\_\_\_\_\_\_\_\_\_\_\_ (group key p\_\_\_\_\_\_\_ in t\_\_\_\_\_\_\_\_)

**9. Storytelling (Audio 2.21)**

A couple of years ago, a man walks into a sandwich shop in Delray Beach, Florida and orders a meatball sandwich. So the owner starts to fix the meatball sandwich when all of a sudden the customer pulls out a gun and he says: ‘This is a stick-up! Give me all the cash in the register!’ Now, I don’t know what you would do in a situation like that? Admiral, what would you do in that situation? You’d give him the money. What would you do? Well, that’s not what happened. By the way, this is a true story. That’s not what happened. The owner of the shop puts down the meatball sandwich, looks at the robber and he says:’ Listen, pal. We’ve had a really bad month.’ He says ‘Business has been terrible. Would you settle for ten dollars and the meatball sandwich?’ Now I’m not making this up. This was in the paper. He says: ‘Will you settle for ten dollars and the meatball sandwich?’ So the gunman says: ‘ Are you crazy?’ He says: ‘I’ve got a gun here! I’m not settling for ten dollars and the meatball sandwich.’ He says:’ I’m not settling for anything less than twenty dollars and the meatball sandwich!’ So the owner says: ‘ You got a deal!’ Gives him the twenty bucks, gives him the meatball sandwich. You know what it said in the paper? It said:’ And the robber left satisfied.’ … My subject today is the courage to negotiate.

**10. Q&A Sessions**

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