



## Linc Program | Presentation Tips

We are excited for you to work with our LINC students! In our experience, we have found the following presentation tips helpful for engaging with language learners. Please note that the tips at the start are a summary of points expanded on further below.

### Summary:

- Use simple language
- Ensure visual components are clear
- Describe some aspects of any pictures or visual elements
- Stick to vital information
- Put key words in **bold**
- Speak slowly and clearly at about a Grade 4 to 5 level
- Be concise
- Check in about vocabulary comprehension
- Ask questions
- Receive questions
- Provide handouts with a summary and resources where applicable
- Send details, information, and materials to the teachers prior to the presentation to help them better prepare their students to engage with the presentation
- Check out the attached example of a presentation and handout for further tips and ideas

### Presentation Materials:

- Use simple language, for example, The Parliament of Canada is in Ottawa. The Parliament of Canada is a building. Ottawa is a city.
- Ensure any visual components such as photographs or graphics are clear and depict the concept being explored, for example a picture of the Parliament of Canada.
- Include a minimal amount of text per visual aid or slide. Simple sentences are key. Using 2 to 3 simple sentences for each visual component will be enough.
- Create simplified PowerPoint presentations in terms of content, length, and graphics
- Do not try to cover too much—pick a main concept, focus, or theme.

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Presentation Materials (continued):

- Putting key words in bold will also help deepen understanding and make the meaning more accessible.
- If possible, please email or provide any visual aspects such as a slide presentation, prior to the event or workshop for teachers and learners to have an opportunity to prepare for the presentation.
- A summary or other materials of any length related to the presentation that can be emailed to teachers to review, edit, and use with their students prior to the presentation would be of great assistance and appreciated.

Verbal Contributions:

- **Speak slowly, ideally at about half the regular speed**, and generally at a typical volume, not too loud or quiet
- Use simple concise language and sentences, such as, Canada is a parliamentary democracy, to explain concepts and ideas
- Take time to explain vocabulary and potentially use in a phrase or sentence to highlight the meaning. Repetition can be helpful.  
*For example, Parliament is a space for politicians to discuss the needs of its citizens. Parliament is where politicians discuss laws, peoples' needs, and listen to concerns. The Canadian government uses time in parliament to discuss public affairs. The government meets in parliament and talks about issues for Canadians.*
- **Speak clearly at around a Grade 4 to 5 level**
- It is important not to assume anything is common knowledge because our learners come from many countries and backgrounds.
- Describing added details or elements of any photographs or images would help foster inclusivity for our students with visual impairments
- It is helpful to check if there are questions or a need for clarification.
- By taking the above approach, learners may be more willing to ask questions or engage with you and the presentation materials. If they see you striving to work at their level of English, this can allow them to feel less awkward or nervous about struggling to understand a concept or word and asking for more information.

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### Handouts:

- Ideally any handouts can be provided to students as a one- to two-page summary with presentation content and references, such as websites used or additional resources for further information.
- Suggestions for videos to learn more can be helpful too.

### Feedback:

- Feel free to ask for feedback by asking the students what they liked or did not like or through a simple survey with yes or no questions.

### Additional Resources:

For further tips and strategies for welcoming English learners of diverse backgrounds to successfully engage with your presentation please feel free to check out the following resources:

<https://www.edutopia.org/blog/esl-ell-tips-ferlazzo-sypnieski>

<https://www.english.com/blog/teaching-english-to-beginners/>

*Note:* The attached documents are an example of a PowerPoint presentation and handout, prepared by the Fleming Crew, that can provide a framework for creating presentation materials.

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