

Preface .....	5
1. Communication before the conference .....	7
1.1 Telephoning .....	9
1.1.1 Telephoning phrases .....	10
1.1.2 Tips for getting people to slow down .....	12
1.2 Effective communication through email .....	16
1.2.1 General format .....	16
1.2.2 Content of the message .....	17
1.2.3 Delivering different types of information about meetings or processes	17
1.2.4 Flaming in emails .....	18
1.2.5 Checking, proofreading .....	19
2. Conference abstract .....	20
2.1 Audience .....	20
2.2 Format and content .....	21
2.3 Creating a conference abstract .....	24
3. Conference proceedings paper .....	27
4. Poster presentation .....	28
4.1 Purpose of poster presentation .....	28
4.2 Components of a research poster .....	29
4.3 Process of poster creation .....	31
4.4 Poster preparation in brief .....	42
4.5 Presenting a poster .....	43
5. Oral presentations .....	46
5.1 Aspects of a presentation .....	46
5.1.1 Audience analysis .....	46
5.1.2 Communicative aim .....	47
5.1.3 Spoken versus written communication .....	47
5.1.4 Structure .....	47
5.1.5 Structuring aids .....	50
5.2 Preparation of presentation .....	51
5.3 Language of presentations .....	54
5.3.1 Verbal structuring aids .....	54
5.3.2 Connectors .....	55
5.3.3 Description of visuals .....	57

5.3.4 Linguistic means .....	59
5.4 Delivery .....	61
5.4.1 The voice .....	61
5.4.2 Visuals .....	62
5.4.3 The body .....	66
5.4.4 Timing .....	69
5.5 Question time .....	70
5.6 Types of presentations .....	73
5.6.1 Introducing oneself and colleagues in different situations .....	73
5.6.2 Defining terms .....	78
5.6.3 Object description .....	83
5.6.4 Explaining a process/procedure .....	89
5.6.5 Problem-solution .....	93
5.7 Presentation assessment .....	97
5.7.1 Some hints for an effective oral presentation .....	97
5.7.2 Evaluation guidelines for peer response and self evaluation .....	99
5.8 Public speaking .....	103
6. Small talk .....	108
6.1 Clear communication .....	110
6.2 Be a pleasant person to talk to .....	111
6.2.1 How to start small talk .....	112
6.2.2 The art of small talk .....	113
6.2.3 Get ready for the conference .....	115
6.2.4 Your behaviour during a conference .....	116
Bibliography .....	119