◆IEEE	**Professional Communication Society** **Japan Chapter**

Upcoming Event

Title:	**Technical Workshop on Effective Presentation Skills in English**
Date:	**March 18th, 2007 (Sunday) 14:00-16:30**
Main Speaker:	**Laurence Anthony, Ph.D. (Waseda University)**
Venue:	**Waseda University, Tokyo , Japan**
Language:	**English**

Outline:

To celebrate the formation of the Japan Chapter of the Professional Communication Society, we invite you to join us at our first official event focusing on the development of effective English presentation skills. The half-day seminar will provide participants with clear and effective methods for improving their English presentations, including a discussion on slide design, delivery methods, presentation language, and effective Q&A.

Program:

14:00-14:15
Welcome Address and Introduction to PCS-Japan (Chair Thomas Orr)
Professor Orr will briefly describe the current aims and future goals of PCS-Japan, before detailing the various events, activities, and publishing opportunities offered by PCS in 2007.

14:15-15:15
The Five Keys to Effective Presentation Skills in English: Audience, Purpose, Organization, Style, and Delivery (Vice Chair Laurence Anthony)
Associate Professor Anthony will speak on simple but effective methods for improving English presentation skills. He will first discuss how to determine the needs of the audience, and based on these, decide the purpose or goals of the presentation. He will then speak about how to organize the different parts of a presentation so that it flows clearly and logically. Next, he will discuss possible presentation styles and delivery methods that suit the character and English language ability of presenters. Finally, he will discuss how presenters can learn to deal confidently with the Q&A, which non-native speakers often find to be the most difficult part of any presentation.

15:15-16:00
Open Discussion Session
&
Closing Remarks (Chair Thomas Orr)

16:00-16:30
PCS-Japan Chapter 2007 Planning Meeting

16:30-19:00
Informal Dinner (at a local restaurant near the site)

Venue:

Waseda University, Ohkubo Campus
Building 55, N-Tower, Meeting Room 1
Access Maps

Registration:

If you would like to attend the workshop and/or dinner, please send an e-mail to the address below with your name, membership details, and preferences.

pcs-japan-march2007@antlab.sci.waseda.ac.jp
################################
Name:
IEEE Membership Number (if any):
I would like to attend:
A: workshop
B: informal dinner
C: both
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Registration Fees:
PCS Japan Chapter members
Registration Fee: 500 yen

Non members
Registration Fee: 1000 yen

Non members (student)
Registration Fee: 500 yen

All registration fees are to be paid in cash at the registration desk on arrival.

Contact:
Laurence Anthony (site organizer)
pcs-japan-march2007@antlab.sci.waseda.ac.jp