

English Presentation Contest Guidelines

These guidelines explain how you should format and organize your entry sheet for the contest. Your entry should include the following:

- Presentation title in English (1~10 words long)
- Presenter names in English and Japanese
- Contact email address and telephone number of the main presenter
- An abstract of 200~300 words in English
- An outline showing the order of points discussed

The abstract and outline should follow the guidelines below closely.

1. Abstract

An abstract is a single paragraph summary of your presentation used to evaluate it for inclusion in the contest. You should use the Entry Sheet File and write 200~300 words. It should begin with a clear statement of the topic of the presentation. The abstract should also include information on why the topic was chosen; an indication of how the topic relates to the presentation theme; the main point or arguments of the presentation; sub-points and examples in the order in which they appear and any information about how the information was obtained. You may also include information about the style of your presentation or specific content or illustrations you will use to make your message clear. The final sentence of your abstract should provide a clear conclusion and show the message you wish your audience to take home with them.

2. Outline

Your outline should show how your points will be organized. It must include an introduction and conclusion and all the main points, sub-points and/or examples in the order you will talk about them. You should also indicate any visuals/audio-visual material you will use to accompany your talk. Main sources of reference should be indicated at the end of your outline with the URL and/or Author and Title in English. Your outline should fit within ONE SIDE of the A4 entry sheet.

SAMPLE

Presentation title: Title in English

Presenter names in English: Taro Meiji

Abstract

[Write abstract of 200~300 words here.]

SAMPLE

Presentation Outline

Presentation title: Title in English

Presenter names in English: Taro Meiji

Introduction: xxxxx xxxx xxxx xxxxxx xxxx xxxx xxxx xxxx xxxx xxxxxx xxxxxx

Point 1: xxxx xxxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx
xxxx xxxx xxxx

Example A: xxxxxx xxxxxx xxxxx xxxxxx

Example B: xxxxx xxxx xxxx xxxx xxxx

Example C: xxxxx xxxx xxxx xxxx xxxx

Point 2: xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx xxxx
xxxx xxxx xxxx xxxx xxxx

Step 1: xxxx xxxx xxxx xxxx

Step 2: xxxx xxxx xxxx xxxx

Step 3: xxxx xxxx xxxx xxxx

Point 3: xxxx xxxxx xxxx xxxxxx xxxxxx xxxxxx xxxx

Sub-point 1: xxxx xxxx xxxx xxxx xxxx

Sub-point 2: xxxx xxxx xxxx xxxx xxxx

Sub-point 3: xxxx xxxx xxxx xxxx xxxx

Conclusion: xxxx xxxxxx xxxx xxxxxx xxxxxx xxxxxx xxxx

Sources:

<http://www.xx>

W. Smith xxxx xxxxx xxxx xxxx

Y. Tanaka xxxx xxxx xxxx xxxx