Invitation for Registration:

**A Short Course on Effective Technical Presentation**
by the American Society of Mechanical Engineers, Japan Section (ASME Japan)

You are invited to attend the “Effective Technical Presentation” to be held at Nihon University on Saturday, August 24, 2013 from 10:00 to 16:30.

As an engineer or technical professional, one is often called upon to make technical presentations. These include presentations made during meetings, briefings, sharing of research findings, or those made during education and training courses. The purpose of this course is to provide guidelines in order to plan, prepare, and deliver effective and efficient technical presentations in English.

**Effective Technical Presentations**

The short course on English presentation, entitled “Effective Technical Presentation” is a course designed to develop presentation techniques, with the aim of offering hints for technical presentation skills.

This course is designed to provide information which systematically takes learners through the key communication and language skills required to make clear, well-organized short and concise presentations, and enables them to develop these skills in realistic ways.

The course covers topics such as:

- Planning and creating presentation slides
- Body language and how to keep audience’s attention
- Describing trends, charts, and graphs
- Avoiding common mistakes and errors in English while delivering a presentation

**Lecturer:** Dr. Rasoul Aivazi,  **Language of Course:** English

**Access:**
- by JR Chuo-Soubu Line get off at Ochanomizu station, walk three minutes to the venue.
- by Tokyo Metro, Chiyoda Line, get off at Shin-Ochanomizu station, walk three minutes to the venue.

**Registration Fee:** 2000 yen / 1000 yen (Students) / None (ASME members)

**Participants are limited** to 20 applicants, **Application Deadline:** Aug. 21, 2013

**Application:** For registration please email the following information to: rasoul.aivazi@ykhs.chiyoda.co.jp

**Time split of the course:**
10:00 – 10:55 Planning presentation slides
11:00 – 12:00 Delivering presentation
13:00 – 13:55 Improving presentation skills
14:00 – 15:30 Sample presentations (attendees would discuss and comment on the sample presentations)
15:40 – 16:00 Advice/Direction for handling Q/A after Presentation
16:00 – 16:30 Avoiding common errors while delivering a presentation

The course ends here, but we suggest the audience attend the following a brief informational session as well:
16:30 – 17:00 Regarding ASME Japan/ ASME membership