



Research & Education Skills Handbook

Public Speaking ▪ Aesthetics ▪ Secondary Research ▪ VICE

Master Table of Contents

<u>Public Speaking</u>	slide 3
<u>Aesthetics</u>	slide 11
<u>Secondary Research</u>	slide 19
<u>VICE</u>	slide 24
<u>Student Resources</u>	slide 29



This is an interactive powerpoint. Please contact re@vncares.org if any links are broken.

Public Speaking

<u>Vocal Projection</u>	slide 4
<u>Enunciation</u>	slide 5
<u>Hand Signals</u>	slide 6
<u>Eye Contact</u>	slide 7
<u>Improvisation</u>	slide 8
<u>Body Language and Presentation Energy</u>	slides 9-10

Vocal Projection

TIPS

- **RELAX!** As we get more nervous, our voice can squeak or quake. Taking steps to decrease our nervous energy can benefit our public speaking in many ways.
- **Speak from your diaphragm.** Using your diaphragm makes your voice more powerful.
- **Improve your posture.** Focus your body and head towards the audience, stand up tall, and open your shoulders and chest.
- **Focus your voice.** Learn how to focus your voice across the room rather than in front of you. Practice by yourself with household objects around you.
- **If you feel your voice strain, STOP.** This will only harm your vocal cords. Breathe and take breaks when needed.

Filler Words:

Filler words can show nervousness so avoid these!

- So
- And
- All right
- Like
- Now
- Well
- You know
- Right
- Um
- Uh

Here is a [video](#) with helpful tips on how to control your breathing and use your diaphragm during public speaking.

Enunciation

Why is enunciation important?

- Speaking clearly will make it easier for you to get your message across to your audience.
- Your audience will form a better impression of you as a presenter and of what you are presenting on.
- It is important for the audience to focus more on what you are saying in order for you to get your message across.
- You want people to be able to understand clearly and distinctly what you are saying throughout your presentation.

What should you do during a presentation?

- Keep a steady pace when talking
 - Talking too fast may make your words not as clear and jumble when speaking
- Breathe deeply to relax and prevent speaking too quickly
- Think about pausing and breathing as punctuation marks when you are talking
- Inflect your voice at specific points to create emphasis
- Speak loudly, but clearly

To practice with your enunciation, try practicing tongue twisters or record yourself speaking.

Hand Signals

Benefits of using hand signals:

- Using hand gestures help with connecting with your audience more, as they make the presentation more compelling.
- People are drawn to movement, so using hand gestures is a way to grab your audience's attention.
- Using hand signals will strengthen your message to your audience.
- Hand signals will help you feel less stiff and more relaxed when presenting.
- Overall, hand gestures will help with communication during presentations.

Here's a [link](#) to learn about different hand signals you can use!

What should you do during a presentation?

- When you want to emphasize a certain point during your presentation, using gestures, like pointing at specific points on the slide, will help your audience understand what you are referencing.
- Start by using small gestures, like having up and open palms.
- Refrain from being too stiff, like keeping your arms and hands at your side the whole time or holding your hands together behind your back.
- Don't be afraid to "speak with your hands"
 - Use different hand gestures throughout the presentation to communicate in different ways in order to keep your audience engaged.

Eye Contact

What should you do during a presentation?

- Use eye contact to ensure engagement from your audience.
- If you feel nervous when using eye contact, try using any of these tips:
 - Look at the person's eyebrows to avoid embarrassment or nervousness.
 - Focus your field of vision in a "T-formation" to ensure that it seems like you're paying attention to the entire audience. This can help with stage presence and allow you to pay attention to the entire group.
 - If you feel calmer by looking at a person in the audience (i.e a mentor, a friend, etc.), glance at them and remember that you have people supporting you!
- Do not stare intently in people's eyes because that can be distracting or make people feel uncomfortable.

Here's a link to public speaking [tips](#) to become a better public speaker!

Benefits of eye contact:

- Sustained eye contact establishes a connection between yourself and your audience.
- Improves concentration.
- A good tool to gauge your audience's reaction and how engaged they are.
- Projects authority and confidence (in Western countries).
- Involve everyone in the conversation and makes the presentation feel more personable and "relatable/relevant".

Improvisation

Here's a link to public speaking [tips](#) about improvisation from comedians and improv coaches!

Benefits of practicing improvisation:

- Opportunity to grow and learn so you don't get constrained by workflow.
- Recognizing that mistakes are natural and you need to learn how to keep going, instead of stopping to say sorry.
- Heightens your awareness and allows you to keep track of the flow of the presentation.
- Immerse yourself in the presentation topic so that you can deliver an engaging presentation that audience members will remember.
- Great to practice for group presentations & collaborative work.

What should you do during a presentation?

- *“Communication is a fearful thing, in general. Being authentic is scary.”* -Patrick McInnis, improv performer.
- Being receptive to the audience's reactions and feedback is essential to delivering a good speech or presentation.
- “Roll with the punches” to establish good rapport between you and your audience.
 - Try to get a feeling of how your audience is feeling. Are they interested in one part of your presentation more than the other? Do they seem tired? Is it a good opportunity to stretch or do an icebreaker?
- Don't talk too fast and pace yourself
 - Take a deep breath and try to relax! Your adrenaline will be pumping and most people don't realize how fast they're talking when they're nervous.

Body Language & Energy

Breathing

- Relaxed and deep breaths ensure that your voice holds power and can project.
- Use slow and measured breathing to pace your speech, pause to emphasise key points.
- Follow square breath 4-5-6 rule: breathe in through your nose for 4 seconds, hold for 5, and breathe out your mouth for 6 seconds to maintain composure.

Gestures

- Use hand gestures to emphasise your words.
- Keep the audience's attention by varying your gestures, incorporating your head, arms and hands. Use positive gestures to sway your audience. When using visual aids, point and look at the relevant data. The audience will automatically follow your hands and eyes.
- Use the NODS formula: Neutral, Open, Defined, and Strong.

Posture

- Keep a good posture, stand straight with shoulders back, relaxed and feet shoulder width apart.
- Do not cross your arms, put your hands in your pocket or slouch.
 - The audience might think that you are “closed off”.
- Face the audience as much as possible and keep your body open.

Body Language & Energy

Movement: Move around the presentation space, your speech will be more dynamic. Use movement to illustrate transitions from one subject or key point to another. Use natural movements and gestures together; for example, it's okay to leave your hands at your sides when you're pausing or not speaking. When you are bringing up a main idea or an important point, bring your hands up to signal to the audience to pay attention. Stepping towards the audience creates a positive feeling, use this technique when you want to encourage or persuade your audience.

Facial expression: A simple smile will make your audience feel more comfortable and at ease. For serious topics, try to keep a straight face; you want to adjust your facial expression to the topic and to be mindful of the sensitivity of the material (i.e do not smile when you're talking about triggering topics).

Aesthetics

<u>Color Theory</u>	slide 12
<u>Image Type & Quality</u>	slide 13
<u>Typography</u>	slide 14
<u>Themes</u>	slide 15
<u>Animations</u>	slide 16-17
<u>Shapes</u>	slide 18

Color Theory



Here's a link to Catherine's [Color Theory workshop](#) from Summer 2020.

“The collection of rules and guidelines regarding the use of color in art and design. Color theory **informs the design of color schemes**, aiming at **aesthetic appeal** and the **effective communication of a design message** on both the visual level and the psychological level.” –*Interaction Design Foundation*

When creating a presentation, colors can play a big role in the overall mood and feel. Here are some things to keep in mind:

1. What color schemes are generally most appealing to my audience?
2. Are the colors too similar? Is my theme accessible to people who may be visually impaired?
3. What kind of color harmony works best for the topic I am presenting on?

Here are some resources that may be helpful for you:

[colors.co](#)

- Color palette generator.
- Colorblind viewing option to make sure your color selection is accessible.

[colorpick eyedropper](#)

- Extension for Chrome/Firefox.
- Useful if you want to find the hex code for anything on your screen.

Image Type & Quality

When creating a presentation, visuals are important for improving audience understanding of the material being presented. Here are some things to keep in mind:

1. Graphics: What kind of images generally appeal to my audience? What keeps them engaged?
2. Data & Graphs: How can I best explain these figures in a way that is easy to understand? Do I understand what information is being shown in these figures?
3. What kind of message does this image portray? Are there images better suited for the topic I am presenting on?
4. Do these images fit together cohesively with my theme?

Common Image File Formats Include:

Raster Images (resolution dependent)

PNG

Built-in transparency & can display higher color depths. Use a PNG when you need **high-quality transparent web graphics**.

JPG

Increases pixelation the more the image is compressed. **Don't use** if you need a web graphic with transparency.

GIF

Use a GIF when you want animations.

Vector Images (resolution independent)

PDF

Format used to display documents and graphics correctly, no matter the device, application, operating system or web browser.

Typography



More in-depth explanations about typography can be found on [Fabrik Brands' Typography 101 page!](#)

Typography is arranging letters to make them look legible and pleasing to the eye.

Font is the specific form (style, weight, and size) of typeface, such as Calibri, bold, size 11.

Common Font Types Include:

S e r i f

These classic and original fonts are known as serif due to the little feet at their top and bottom. It is mostly used in the prints and at times in online content for short titles as well as for long pages of content.

S a n s

Known as serif due to the little feet at their top and bottom. Considered as the clean and modern looking font that is legible at larger sizes. San serifs are an ideal choice for the body paragraphs as well as for logos and headlines.

S c r i p t

These cursive, handwriting based fonts are known for the approachable and friendly vibes they emit.

Helpful Tip:

Titles are usually **Serif** or *Script font*.

Body text is usually **Sans Serif** font.

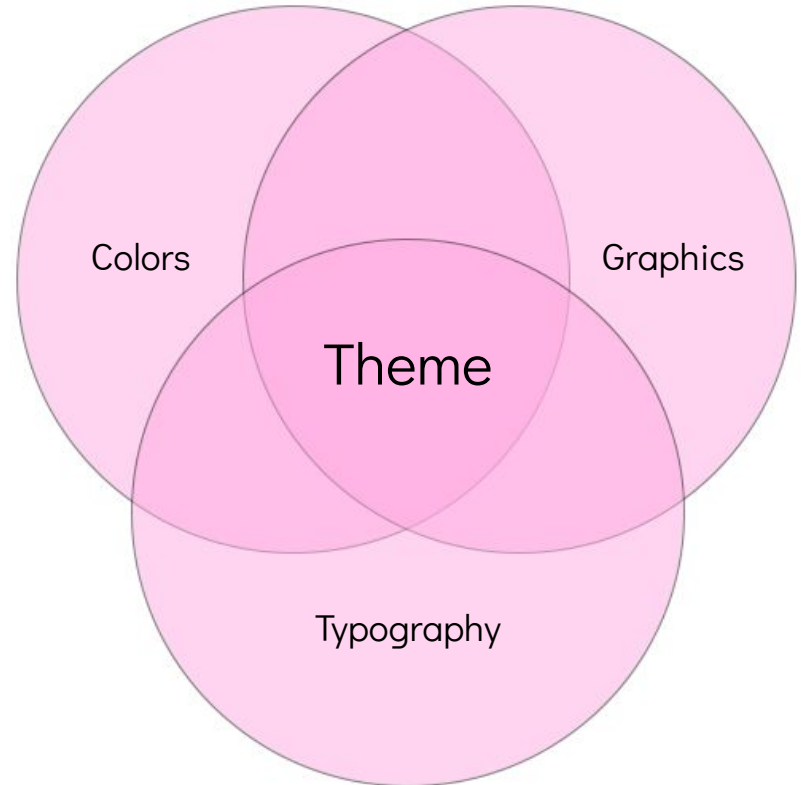
Themes

A simple formula:

Colors + Graphics + Fonts = Presentation Theme!

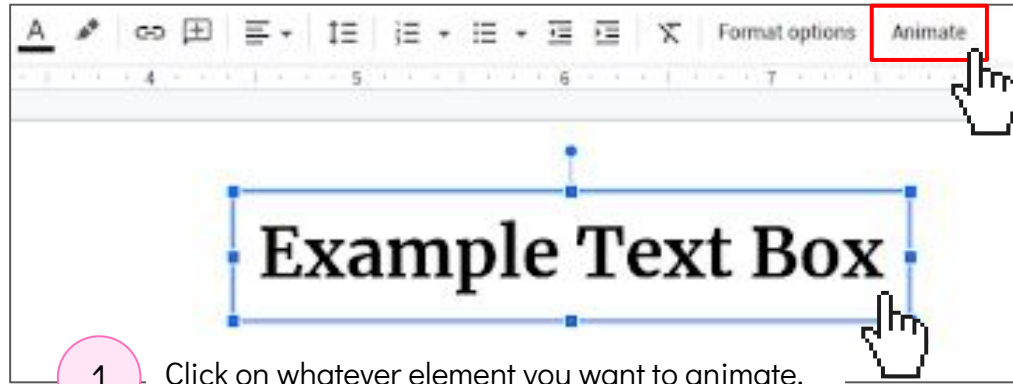
Helpful Tips:

1. Never use a premade theme. Put in your best effort to cater your presentation to your audience!
2. Ask yourself: What kind of audience (eg. age group, education level) am I presenting to?
3. Sometimes, less is more. Your presentation should be used as an *aid* for your audience to follow, not a thorough outline of everything you'll be saying.



Animations in Google Slides

Animations aren't *necessary*, however they can be helpful in keeping the audience's attention and drawing interest to whatever you're presenting on. Here are some tips that may be useful:



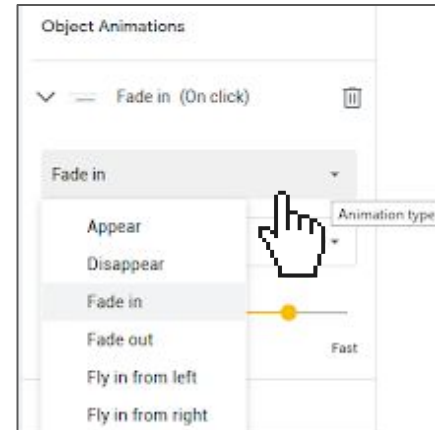
1 Click on whatever element you want to animate.

2

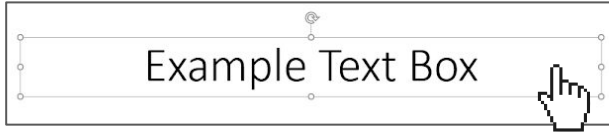
Click on **Animate** tab to access animations.

3

Choose an **Animation type**. The most common one used is **Fade in**.



Animations in Microsoft Powerpoint



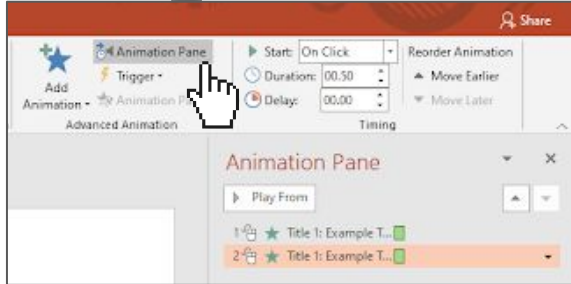
1 Click on whatever element you want to animate.



2 Click on the **Animations** tab to access animations.



3 Choose an **Animation type**. The most common one used is **Fade**.



4 If you're animating multiple elements on the same slide, click on **Animation Pane** to edit order of animations.

Shapes

Play around with arrows

to indicate

progression

Text boxes can be useful to draw attention and highlight important text.

Masking Images in Google Slides:

1. Click the image you want to mask.
2. At the top, next to Crop, click the Down arrow.
3. Click the shape you want.
4. Your shape will mask your image. Double click image to edit shape.



Helpful Tip:

Variation is good! Play around with different shapes that fit your theme.



Secondary Research

<u>Understanding Scientific Literature</u>	slide 20-21
<u>Finding Reliable Sources</u>	slide 22
<u>Helpful Tips for Secondary Research</u>	slide 23

Understanding Scientific Literature

You've found a topic to present on. How do you find sources to support your claims?

Questions to Ask Yourself:

1. What kind of information is most pertinent to my target audience?
2. What is being discussed in this article? What kind of source is it?
Is this source credible? How do I know?
3. What are some areas of potential research as indicated in the article?
4. What were the limitations of the study?
5. What terms need to be defined in simpler terms for my audience's understanding?
6. What figures from the article will be useful in supporting my text?

Helpful Resources:

[How to understand P values](#)

[Accessing Online Materials
from Off Campus
\(UC Davis VPN\)](#)

There's a website out there that starts with Sci and ends with a word that starts with H and rhymes with Flub.

Understanding Scientific Literature

A general outline of (most) research papers:

Abstract	Brief synopsis of the paper. Refer to this section when you're beginning your research process to decide whether or not the article will be relevant to your topic.
Introduction	Context and purpose of the study. Includes background information about the article's main topic and the <i>why</i> behind the research done. Often includes important terms and definitions.
Materials & Methods	How the study was done. Includes information about what data was taken, how it was taken, when and where it was taken, and how data was analyzed.
Results	Objective presentation of what was found. Usually includes Tables and Figures to support the text.
Discussion	What the results mean. Interpretation in the context of the research question.
Acknowledgements	Acknowledgement of assistance from others, sources of funding, etc.
Literature Cited	Articles listed alphabetically. Use this section to find other articles related to this paper's research question.

Finding Reliable Sources

A credible source is usually one that is unbiased and backed up with evidence. When compiling information into presentations or infographics, always use and cite credible sources. Use this checklist to determine article credibility:

1. **Is the source in-depth** (more than a page or two), with an abstract, a reference list, and documented research or data?
2. **Who is the audience** (researchers, professors, students, general population, professionals in a specific field)?
3. **What is the purpose of the source** (provide information or report original research or experiments, to entertain or persuade the general public, or provide news or information specific to a trade or industry)?
4. **Who are the authors?** Are they respected and well-known in the field? Are they easily identifiable? Have they written about other similar topics? What are their credentials?
5. **Is the source reputable?** Is it published on a reputable, unbiased website, or in a peer-reviewed, scholarly journal, and not from a newspaper, blog, or wiki?
6. **Is the source current for your topic?**
7. **Is there supporting documentation** (graphs, charts, illustrations or other supporting documentation)?

Helpful Tips

Organizing information:

1. Keep a separate document to organize all the information
2. Create an outline:
 - a. Objectives
 - b. Settings
 - c. Methods
 - d. Results

Examples of Websites:

1. PubMed
2. Web of Science

How to know if your website is credible?

1. Search your website name on google and add **impact factor (IF)**
2. Impact factor scales the website for credibility from 1-10
3. (IF) of 10 or greater is considered an excellent score while 3 is flagged as good and the average score is less than 1.

VICE

<u>Understanding Vietnamese Health-Related Terms</u>	slide 25
<u>Ways to Practice Vietnamese</u>	slide 26
<u>VICE Opportunities & Training</u>	slide 27 - 28

Understanding Vietnamese Health Terms

VN CARES Resources:

[VN CARES Terminologies](#)

This is a short list of basic health terms used at clinic ranked by difficulty. The document also includes a human anatomy chart at the end.

[VN CARES Dictionary](#)

This is a more comprehensive list of all the possible medical terms translated between Vietnamese and English. Commonly asked questions by patients are included at the end of the dictionary.

Ways to Practice Vietnamese

Communicating with family and friends: Practice your conversational Vietnamese by also talking to people who know Vietnamese, and ask them about any words or phrases you may not know.

Utilize different forms of media: Try watching educational videos on YouTube, reading books and magazines, watching shows, and listening to music. You can additionally learn more about Vietnamese history and dialects through a variety of media.

Attending VN CARES events: Clinic shadowing, VICE workshops, and Vietnamese presentations through clinic or through committees are all helpful in hearing others speak Vietnamese and practicing in front of your peers.

VICE Opportunities

Independent work

- Recorded Clinical Presentations (1 R&E Credit)
 - 1 VICE Advisor or fluent Vietnamese speaker provide feedback
- COVID-19 Research Project - Administer Surveys in Vietnamese (1 R&E credit)

Committee/Collaborative work

- PAC Event VICE Portion (R&E Credit)
 - PAC event 12/12/2020 (TBA)
 - Opportunity for VICE interns to practice Vietnamese
- HRC Graphics Translations (1 R&E Credit)
 - Work with a VICE advisor to translate graphics into Vietnamese

VICE Training

Please fill in the questionnaire form for VICE interns:

<https://tinyurl.com/vicetrainingform>

***Disclaimer:** This is just to gauge your current level of Vietnamese comprehension skills/fluency. Try your best and don't look things up online!

Things to keep a heads up for:

- Opportunities to help with Patient Advocate Committee (PAC), Health Resource Committee (HRC) for Vietnamese translations
- Translating flyers for Health Fair, clinical presentations
- Public speaking opportunities by recording yourself present a clinical presentation
- VICE slide in R&E Skills Practical
- 1 VICE team meeting per quarter minimum (Vietnamese immersion, bonding with VICE advisors)

Student Resources

Mental Health

Here's a [mental health flowchart](#) to find mental health support based on your location & insurance.

Use the [Each Aggie Matters Mental Health Map](#) to identify places on-campus where you can go for self care, mental health services, and much more!

Academic Support

A comprehensive list of [resources](#) to assist you with services such as tutoring, understanding degree requirements, and learning how to balance day-to-day life with school.

Want to make an appointment with a writing specialist or tutor? [Click here for more information!](#)

Aggie Compass

If you are a UC Davis student facing challenges accessing adequate food, stable housing, or financial resources, please complete [this form](#), which will be assessed to provide individual resource suggestions that may include economic relief, case management and other resources.

Inclusivity & Well-Being

Here's a [quick guide](#) to why pronouns are important, and why we should remember to use inclusive language when talking to and referring to our audiences. Here's [another resource](#) from Duke's Center for Sexual and Gender Diversity on pronouns.

Here's a [comprehensive guide](#) to electronic accessibility, and how we as content creators can make our resources more accessible to individuals with disabilities, including visually and hearing impaired people.

Social support systems are important for maintaining your mental well-being. If you're interested in joining the VN CARES Anh Chi Em (ACE) Program, come to our ACE Social on November 14, from 6PM-7PM to get to know your potential big!

It's really important to us that VN CARES is an inclusive space for you to feel comfortable in. Please don't hesitate to reach out to a Team Leader or R&E Leader if you have any questions or concerns.

For Feedback, Concerns, or Suggestions:

Please contact an R&E Leader or a Team Leader if you have any questions or comments!
We're more than happy to help you in any way that we can.



Vicky Vong

Team Leader, PAC



Janine Nguyen

Team Leader, PAC



Catherine Tran

Team Leader, HRC



Stephanie Ha

Team Leader, PFT



Jenna Kwong

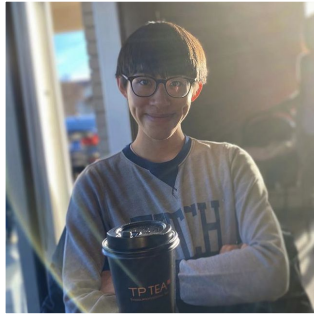
Team Leader, PFT

For Feedback, Concerns, or Suggestions:

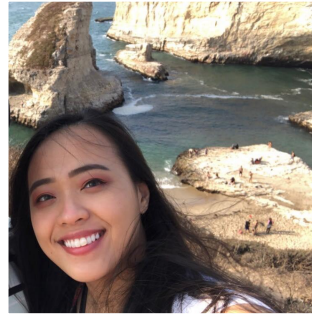
Please contact an R&E Leader or a Team Leader if you have any questions or comments!
We're more than happy to help you in any way that we can.



Leann Le
R&E Leader



Jonathan Hui
R&E Leader



Thanh Huynh
VICE Advisor



Adonia Thai
VICE Advisor



Janine Nguyen
VICE Advisor

To contact the **Research & Education leaders**, email them at re@vncares.org