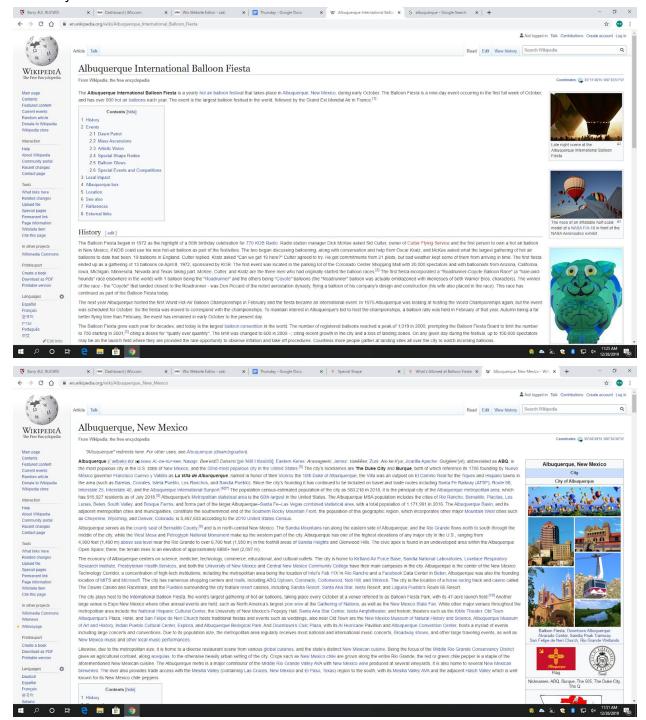
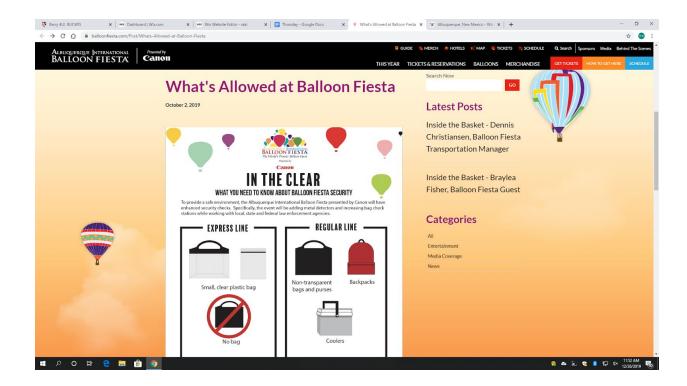
12/26/19

Thursday





CRITICAL THINKING SKILL UNDERSTANDING AND PRESENTING PROCESSES

WHY IT'S USEFUL By understanding what a process is composed of, you can better comprehend the development of an idea or sequence of events from beginning to end, and you can develop a more cohesive, coherent presentation.

During your academic career you will most likely listen to, or be asked to outline, a process. A process involves steps, procedures, or a sequence of actions from beginning to end. A process presentation may or evolutionary changes of a virus. Whether listening to or preparing a presentation, it is important to decide on the purpose, or function, of the presentation.

Deciding on the purpose of the process presentation is critical in order to fully comprehend the information and disseminate it accurately to an audience. The purpose or function might be simply to describe the steps to inform or educate your listeners on the steps so they can be followed. Once you have decided on the function of the process, it will be easier to determine a logical flow of the information.

Flow refers to the cohesiveness of the content. Do the elements of the presentation connect together seamlessly? Planning these connections is critical and can easily be done with outlining or mapping. In addition to analyzing flow, you will need to evaluate consistency, both as a listener and speaker. An organized presentation contains signposts, such as headings, and the speaker often uses his or her voice effectively to help listeners determine the main points.

Another way to ensure the presentation flows and is consistent is through the inclusion of visuals. By communicating ideas, steps, events, and procedures through visual content such as charts, graphs, and images, you can allow the audience to see as well as hear the information, thereby helping to elaborate and clarify complex processes.

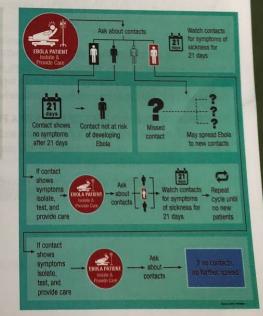
Example

Presenter: Let's take a look at this *flow chart*. Once a patient is diagnosed with Ebola, we need to investigate, research, and disseminate information to all persons who have been in contact with the patient. *There are four courses of action* with all persons of contact. *The first* is to determine if the contact has symptoms. If they do, we must follow protocols of isolation, testing, and providing care. If that person has had other contacts, the cycle must be repeated. *The second course of action* is ...

Go to MyEnglishLab to complete a vocabulary exercise.

NOTICING ACTIVITY

- A. Listen to a lecture on the Ebola virus. As you listen, notice how the speaker explains the process of transmission, diagnosis, and treatment.
- B. Now listen to how the students summarize the process. What are the stages they discuss?



Go to MyEnglishLab to complete a skill practice and join in collaborative activities.

SUPPORTING SKILL 1

IDENTIFYING STRUCTURE AND PURPOSE IN A PROCESS PRESENTATION

WHY IT'S USEFUL By identifying the type of structure used in a process presentation, you can better follow the logic of the presentation. By understanding the purpose of each step, event, or procedure in the process, you can better comprehend how the steps relate to one another and make sense of the complete presentation.

Academic presenters frequently lecture on events, steps, or procedures that illustrate or outline a process, method, development, or course of action. This type of presentation describes the steps in completing a task, explains how a complex procedure happens, or details why an event has produced a certain result. The first step in listening to or developing a process presentation is determining its organizational structure.

DETERMINING STRUCTURE OF A PROCESS PRESENTATION

Because process presentations often present the steps of how something functions or has evolved, they are often organized in chronological order, or topical order. With a topical organization, the presenter may choose to break the topic down into subtopics and explain how each subtopic affects a method, development, or procedure. This type of structure is often used for complex processes, like the evolution of a disease or virus. Compare the two organizational structures below.

Example

Time-Order Organization

Vector Transmission

- I. A vector develops or carries a virus
- II. The vector carries the virus and transmits it to a new host
- III. The vector transfers to the new host
- IV. The new host transmits through air

Topical Organization

Virus Transmission

- I. Droplet Transmission
- II. Airborne Transmission
- III. Vector Transmission
- IV. Waterborne Transmission

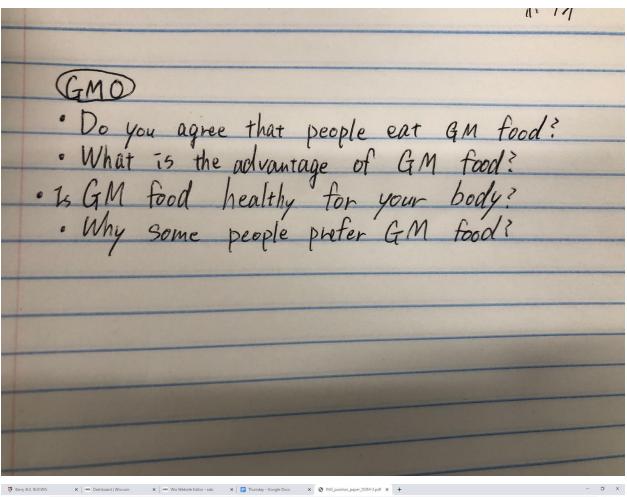
Once you have determined the organizational structure, be sure to differentiate between background information and actual steps, events, or procedures. A speaker provides background information to help listeners better understand the significance of the topic and set the scene for the new information. While background information helps enhance our comprehension of a topic, it is not a part of the process.

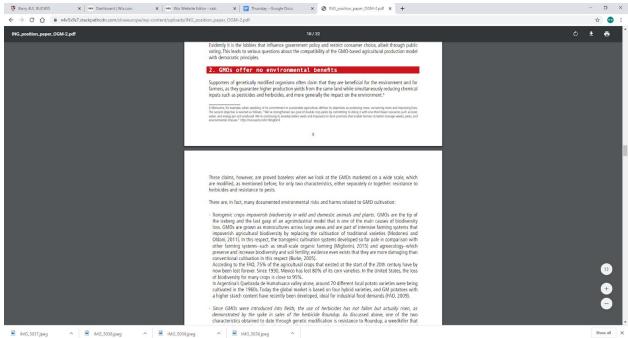
DETERMINING THE PURPOSE OF STEPS IN A PROCESS

After identifying the structure of a presentation and distinguishing background information from the process itself, the next stage is to determine the purpose or function of each step, procedure, or event. To do this, ask yourself these questions:

- What is the method, development, or procedure being described?
- How is this related to the overall topic? What is the relationship?

Albuquerque International Ballon Fiesta
The Albuquerque International Balloon Fiesta >> Yearly hot air balloon festival >> takes place in Albuquerque, New Mexico >> during early October
⇒ a nine day event in the first week of OCT ¬ has over 500 hot air ballon each year ¬ began in 197z as the highlight of a 50th birthday celebration for ¬ Al hosted the first world hot air balloon championships in Feb ¬ became an international event
=> advanced general admission tickets are only \$10 per person => general parking is \$15 per vehicle. => can buy some items of this fes such as foodie, T-shirt, book
From \$15 to \$80 Fis provided by Canon Penhanced Security checks to provide a safe environment From \$15 to \$80 Provided by Canon Penhanced Security checks to provide a safe environment Page or a small plastic Provided to wait
=> A regular läne is available for guess who bring bags, backpacks. => 275 days left to Albu => can enjoy absolutely because I think almost everyone
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