

# Dysgu yn yr Oes Ddigidol Learning in the Digital Era

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Sgiliau Cyflwyno

Presenting Skills

# Atgoffa

- Beth ydym wedi ei drafod hyd yn hyn?
- Oes gennych unrhyw gwestiynau?

# Recap

- What have we covered so far?
- Do you have any questions?

# Amcanion

- Erbyn diwedd y sesiwn hon byddwch yn gallu:
  - Cofio sut i strwythuro cyflwyniad
  - Disgrifio PALL
  - Gwerthuso cyflwyniad effeithiol.

# Objectives

- By the end of this session you will be able to:
  - Recall how to structure a presentation
  - Describe PALL
  - Evaluate an effective presentation.

Beth wyddoch chi  
yn barod?  
What do you  
know already?



# Cyflwyniadau Llafar

## Verbal Presentations

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- Cyfrwng modern iawn!
- Pam byddech chi'n defnyddio'r dull hwn?
- A very modern medium!
- Why would you use this method?



Pwysigrwydd Paratoi Priodol  
Proper Preparation Prevents Poor  
Performance

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# Taclo'r Dasg Tackling the Task



- 
- Adnabod y dasg...
  - Pwrpas
  - Cynulleidfa
  - Iaith
  - Cynllun
  - Gyda phartner, trafodwch yr elfennau uchod mewn perthynas â'r dasg yma.
- Who's your PALL?
    - Purpose
    - Audience
    - Language
    - Layout
  - With a partner, identify the PALL of this task.

# Taclo'r Dasg

## Tackling the Task



- Mae canllawiau newydd wedi'u rhyddhau am y pwnc rydych yn arweinydd cwricwlwm iddo. Mae angen i chi wneud yn siŵr bod eich holl gydweithwyr yn ymwybodol o'r newidiadau ac yn gallu eu gweithredu yn eu haddysgu. Er mwyn gwneud hyn mae'r pennaeth wedi rhoi 10 munud i chi yn y cyfarfod staff nesaf.
- New guidance has been released for the subject that you are the curriculum lead for. You need to make sure that all of your colleagues are aware of the changes and can implement them in to their teaching. To do this the head has given you 10 minutes in the next staff meeting.



# Cynllunio Planning

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- Pwnc
- Hyd
- Cynulleidfa
- Dull cyflwyno
- Subject
- Length of time
- Audience
- Mode of delivery

# Pwnc Subject

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- Darllenwch y teitl yn ofalus
- Ymchwiliwch i'r pwnc trwy ddarllen llyfrau, cyfnodolion ac erthyglau priodol ar y we
- Cyfeirnodï addas (gweler y Llawlyfr)
- Read the title carefully
- Research your topic by reading books, journals and appropriate articles on the internet
- Appropriate referencing (see Handbook)



# Strwythur Structure

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- Eich cyflwyno eich hun
- Trefn y cyflwyniad
- Rhagarweiniad
- Prif gorff
- Casgliad
- Cyfeirnod
- Cwestiynau (os ydy'n berthnasol)
- Introduce yourself
- Order of presentation
- Introduction
- Main body
- Conclusion
- Referencing
- Questions (if relevant)

# Rhagarweiniad

## Introduction



- Cyflwynwch eich hun a'ch testun
- Mynnwch sylw a diddordeb y gynulleidfa
- Os ydych yn defnyddio dyfyniadau enwch yr awdur a darllenwch air am air
- Introduce yourself and your topic
- Get the audience's attention and interest
- If using quotations name the author and read word for word



# Trefn Order

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- Rhagarweiniad
- Prif bwyntiau trafod
- Casgliad
- Introduction
- Main discussion points
- Conclusion

# Prif Bwyntiau

## Main Points

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- 3-5 prif bwynt
- Dilyniant rhesymegol
- Cerdyn gwahanol i bob pwynt
- 3-5 main points
- Logical progression
- Each point has its own card

# Diwyg y cyflwyniad

## Presentation Image

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- Ffont
- Nifer o eiriau
- Rheol 6x6
- Cymhorthion gweledol
- Cysondeb arddull

- Font
- Number of words
- 6x6 rule
- Visual aids
- Consistency of style

# Casgliad

## Conclusion

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- Allweddol
- Tynnwch y prif bwyntiau at ei gilydd
- Awgrymwch y ffordd ymlaen
- Weithiau bydd brawddeg ysgogol yn addas
- Key
- Draw together the main points
- Suggest a way forward
- Sometimes a motivating sentence is suitable



# Cyfeirnodu ar sleidiau

## Referencing on slides

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- Rhaid cyfeirnodu pob delwedd
- Rhaid cyfeirnodu'r holl wybodaeth ar y sleidiau
- Cyfeirnodu ar lafar – enwi ffynonellau/awduron/
- damcaniaethwyr
- All images must be referenced
- All information on slides need referencing
- Verbal referencing – naming sources/authors/
- theorists

# Cyfeirnoddi gwybodaeth

## Referencing information

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- ENGHRAIFFT:

- Ymatebion y cyfranogwyr
    - (Ross, 2010).
  - Brwdfrydedd
- (Mitchell a Hobson, 2011; Ross, 2010).
  - Rhagfarn
- (Cohen et al., 2005; Daly a Lumley, 2002).

- EXAMPLE:

- Responses of participants
    - (Ross, 2010).
  - Enthusiasm
- (Mitchell a Hobson, 2011; Ross, 2010).
  - Bias
- (Cohen et al., 2005; Daly a Lumley, 2002).

# Cyfeirnod i delwedd/llun

## Referencing an image/picture

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(Ffynhonnell/Source: Telegraph, 2012)

# Cyfeirnoddi gwybodaeth

## Referencing information

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- ENGHRAIFFT:

- Etifeddeg

- - lliw llygaid/gwallt/croen

- Ffenoteip

- - lefel deallusrwydd

- - gallu i ddysgu

- - personoliaeth

- - ymddygiad

- (Beckley, 2012; Doherty a Hughes, 2009)

- EXAMPLE:

- Heredity

- - eye/hair/skin colour

- Phenotype

- - level of intelligence

- - ability to learn

- - personality

- - behaviour

- (Beckley, 2012; Doherty a Hughes, 2009)

# Rhestr gyfeiriadau

## Reference list

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- The Telegraph (2012) 'Quarter of children play outdoors every day,' <http://www.telegraph.co.uk/women/mother-tongue/9134900/Quarter-of-children-play-outdoors-every-day.html> [Cyrchwyd: Hydref 17 2013].
- The Telegraph (2012) 'Quarter of children play outdoors every day,' <http://www.telegraph.co.uk/women/mother-tongue/9134900/Quarter-of-children-play-outdoors-every-day.html> [Accessed: October 17 2013].

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- Beckley, P. (ed.) (2012) Learning in early childhood. London: Sage Publications Limited.
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- Beckley, P. (ed.) (2012) Learning in early childhood. London: Sage Publications Limited.
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  - Ross, J. (2010) 'Recruiting Better Research Participants.'  
<http://www.uxmatters.com/mt/archives/2010/07/recruiting-better-research-participants.php> [Cyrchwyd: 10 Rhagfyr 2011].
  - The Telegraph (2012) 'Quarter of children play outdoors every day,'  
<http://www.telegraph.co.uk/women/mother-tongue/9134900/Quarter-of-children-play-outdoors-every-day.html> [Cyrchwyd: 17 Hydref 2013].
  - Beckley, P. (ed.) (2012) Learning in early childhood. London: Sage Publications Limited.
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<http://www.uxmatters.com/mt/archives/2010/07/recruiting-better-research-participants.php> [Accessed: 10th December 2011].
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<http://www.telegraph.co.uk/women/mother-tongue/9134900/Quarter-of-children-play-outdoors-every-day.html> [Accessed: 17th October 2013].

Y Dull Cyflwyno  
The Delivery

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# Rhinweddau Siarad Cyhoeddus Llwyddiannus

## Qualities of Successful Public Speaking



- I am a Feminist
- Everyday Leadership
- What Teachers Make

| Addas mewn<br>Amgylchedd<br>Academaidd<br>Appropriate in<br>Academic Setting | Anaddas mewn<br>Amgylchedd<br>Academaidd<br>Inappropriate in<br>Academic Setting |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                                                              |                                                                                  |







# Cyflwyniadau Llafar

## Verbal Presentations

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- Sut fedrwch chi ddefnyddio'ch llais?
- Enwch un ffordd o wella'ch perfformiad
- Oes peryglon? Beth allai fynd o'i le?
- How can you use your voice?
- Name one way of improving your performance
- Are there dangers? What could go wrong?



# Sgiliau cyflwyno

## Presentation skills

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- Y llais
- Amrywio'r llais
- Traw
- Goslef
- Tôn
- Tempo
- Cryfder/uchder

- The voice
- Vary the voice
- Pitch
- Intonation
- Tone
- Tempo
- Strength

# Iaith y corff

## Body language

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- Cyswllt llygaid
- Nerfau
- Lleoli
- Dymunol
- Cynnwys pawb
- Proffesiynol
- Eye contact
- Nerves
- Positioning
- Pleasant
- Include everyone
- Professional

# Cyngor Tips



- 
- Amhosibl cofio popeth
  - Cardiau ciw
  - Corden i glymu
  - Peidiwch â darllen air am air
  - Byddwch yn frwdfrydig
  - Impossible to remember everything
  - Cue cards
  - Tied with string
  - Don't read word for word
  - Be enthusiastic

# Y Cyflwyniad PowerPoint Gwaethaf yn y Byd The Worst PowerPoint Presentation in the World

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- Ystyriwch ac ymateb mewn parau
- Beth sydd angen ei wella?
- Consider and respond in pairs
- What to improve



## Beiciau Modur Motorbikes

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Fy hoff feic: Suzuki Savage

Ysgafn (-380 pwys)

Digon o bŵer (injan 650cc)

Sêl isel yn addas i'r rhan fwyaf o yrwyr

My favourite bike: Suzuki Savage

Light (-380 pounds)

Plenty of power (650cc engine)

Low seat which suits most riders



# Prynu Siwt Newydd buying a new suit

Wow

Wow



# Allforion o Chile

- Ffrwythau ffres yw prif gynnyrch allforio Chile – mae Chile wedi dod i'r amlwg fel un o'r prif gyflenwyr ffrwythau ffres i farchnad y byd oherwydd digonedd o adnoddau naturiol, y galw gan gwsmeriaid yn yr UDA ac Ewrop am ffrwythau ffres yn ystod tymor y gaeaf, a chymhellion polisiau amaethyddol llywodraeth Chile, sy'n annog tuedd tuag at arallgyfeirio o ran allforion a datblygu cnydau nad ydynt yn draddodiadol – Adroddiad gan Wasanaeth Ymchwil Economaidd yr Adran Amaethyddiaeth, UDA
- Mae Chile ymhlith yr economïau datblygol sy'n manteisio ar y tueddiadau hyn, gan ddilyn economi'r farchnad rydd. Mae hyn wedi caniatáu arallgyfeirio trwy ehangu cynhyrchu ffrwythau i'w hallforio, yn enwedig i'r UDA a Gorllewin Ewrop. Mae Chile wedi llwyddo i arallgyfeirio'r sector amaethyddol i'r fath raddau nes ei bod bellach yn genedl bwysig o ran allforio ffrwythau. Mae llawer o wledydd yn edrych ar yr arallgyfeirio ar amaethyddiaeth gan Chile fel model i'w ddilyn.
- Yn y cyfamser, yr UDA yw prif farchnad unigol allforion Chile o ran ffrwythau. Fodd bynnag, mae'n bosibl y bydd galw cynyddol gan y Gymuned Ewropeaidd ar y cyd â gwledydd Canolbarth a Dwyrain Ewrop yn fwy yn y pen draw nag allforion i'r UDA, gan ysgogi twf pellach o ran allforion Chile.
- Os ydych wedi darllen mor bell â hyn, mae'n sicr bod eich llygaid yn rhoi loes ac rydych wedi bod yn darllen y testun diflas hirwyntog hwn yn lle gwrandao arnaf i. Rwyf wedi fy sarhau – oni allwch weld fy mod yn gwneud cyflwyniad fan hyn? Edrychwch arnaf i! Llongyfarchiadau, fodd bynnag, ar feddu ar olwg mor dda.





## Eich tro chi Your turn

---

- Gweithiwch gyda phartner
- Pwnc - addysg
- Paratowch gyflwyniad byr - un munud - ar y pwnc
- Cyflwynwch i'ch partner ac yna newid!
- Work with a partner
- Topic- education
- Prepare a short – one minute- presentation on your topic
- Present to your partner then swap!

# Asesiadau Assessments

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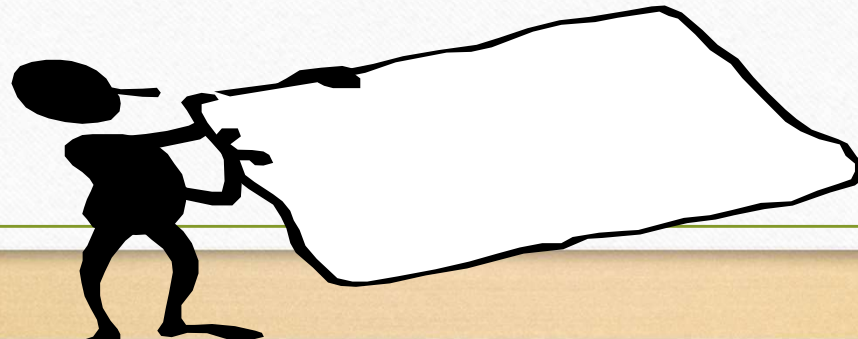
# Asesiadau Llafar

## Verbal assessments

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- Poster
- Seminar
- Pâr
- Grŵp
- Unigol

- Poster
- Seminar
- Pair
- Group
- Individual



# Poster Academaidd

## Academic poster

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- Beth yw poster academaidd?

- Crynodeb o bwnc ymchwil
- Portread gweledol
- Help i gofio'r cynnwys llafar
- Academaidd – wedi'i ymchwilio ac yn defnyddio cyfeirnod

- What is an academic poster?

- A concise summary of a research topic
- A visual representation
- An aide memoire for your verbal content
- Academically sound – researched and referenced

# Cynllunio'r Poster

## Designing the Poster



- Ystyriwch:

- Eich cynllun
- Trefn Ddarllen
- Defnydd o destun
- Defnydd o ddelweddau
- Lliw

- You should consider:

- Your layout
- Reading Order
- Use of text
- Use of images
- Colour

# Amcanion

- Ar ddiwedd y sesiwn hon ydych chi'n gallu:
  - Cofio sut i strwythuro cyflwyniad
  - Disgrifio PALL
  - Gwerthuso cyflwyniad effeithiol.

# Objectives

- At the end of this session are you able to:
  - Recall how to structure a presentation
  - Describe PALL
  - Evaluate an effective presentation.

# Cwestiynau Questions

