

HOTUNG MILLS
EDUCATION FOUNDATION

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Polish Your Child's Presentation Skills 提升子女演講技巧

Joanna Hotung

Director, Hotung Mills
Education Foundation

<http://www.hotungmills.org/>



**Communication is for
everyday – not just
special events.**

溝通是日常生活中的一部分。

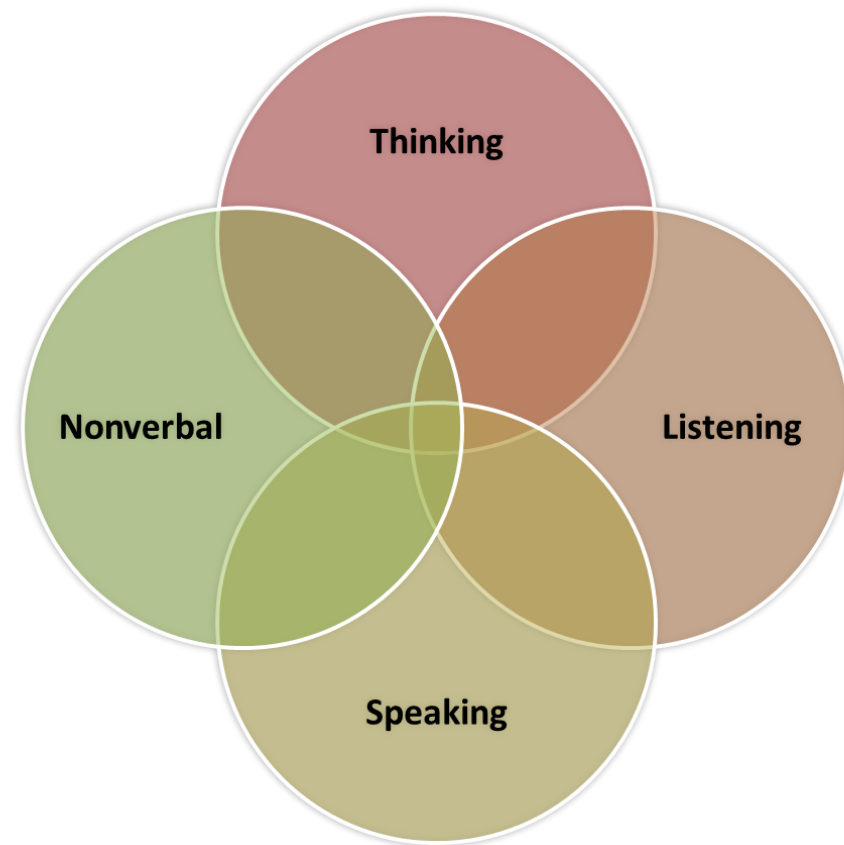
**Allow your child to
communicate naturally
and constantly.**

讓您的子女揮灑自如地溝通。

**Presentation ability
is a life skill!**

演講技巧是一項終身技能！

The Four Communication Skills



四種溝通技巧：

思考、聆聽、說話、非語言上的表達

Why should my child develop presentation ability?

為什麼我的子女應培養演講技巧？

- Improved confidence 建立信心
- Enhanced human connections 與人的聯繫
- More independence 更獨立
- Better critical thinking ability 批判性思維
- More effective teamwork 團隊合作
- Stronger leadership skills 領導能力
- More empathy 共情能力
- Wider vocabulary 詞彙量
- In a world of AI, strong human communication will make all the difference!
在AI的世界，人與人的溝通將改變一切！



How can my child develop presentation ability?

子女應如何培訓演講技巧？

What children can do

子女可以做什麼

- Speak up! 說出來
- Ask for what they need and want 問子女需要什麼和想要什麼
- Tell stories and jokes 謫講故事和笑話
- Play word games 玩文字遊戲
- Draw ideas 繪製創意
- Role play 角色扮演
- Answer questions 回答問題
- Practise 練習

What parents can do

父母可以做什麼

- Allow children to speak – don't anticipate their every wish 讓子女說話
- Be patient and listen actively 積極聆聽
- Read stories and talk about pictures 閱讀故事
- Play games and puzzles 玩遊戲和拼圖
- Offer multi-media to explore 提供多媒體探索
- Provide props and costumes 提供道具和服裝
- Ask open-ended questions 問開放式問題
- Allow for wordflow and don't criticise grammar 不要批評語法

How can my young child get started?

年幼的孩子如何開始？

- Tell a simple repetitive story (learn sequence and flow) 重複說簡單的故事
- Share a favourite toy or book (show and tell) 分享玩具或書籍
- Use props and visuals (bring presentations to life) 使用道具
- Encourage imagination (don't worry about real and unreal) 鼓勵想像
- Have patience with repetition 要有耐心
- Make it fun! Interact and ask questions 互動和提問
- Be a supportive audience member 成為粉絲
- Offer positive feedback as a motivator 積極回應



How can I support my shy child?

我可如何支持害羞的子女?

- Make communication a family rule, just like brushing teeth
讓溝通成為家規之一
- Don't make excuses for your child about being shy
不要為孩子的害羞找藉口
- Teach manners and expect (not ask) your child to greet people
教導禮儀並期望孩子有禮貌地打招呼
- Provide ongoing support, love, and encouragement
提供支持、愛和鼓勵
- Offer lots of practice to form positive habits
提供大量練習
- Teach mindfulness: identify and talk about feelings 教授正念
- Be patient and persistent – it takes time 耐心和堅持



How can I support my older child?

如何支持年長的孩子？

- Make communication a family rule. Speak to each other! 讓溝通成為家規之一
- Don't make excuses for your child's non-communication 不要為孩子的不溝通找藉口
- Expect and enforce good manners 期望子女有良好的舉止
- Provide ongoing support, love, and encouragement 提供支持、愛和鼓勵
- Ask questions and discuss opinions 提出問題並討論
- Challenge ideas and ask for evidence 挑戰想法並要求提供證據
- Teach mindfulness: identify and talk about feelings 教授正念
- Give specific and honest feedback and ways to improve 提供具體和誠實的回應
- Recognise effort and persistence; celebrate progress 讚揚努力和堅持
- Do not compare your child to others; reward sportsmanship 不要將您的孩子與他人進行比較; 鼓勵體育精神
- Ask your child to self-evaluate 讓您的孩子進行自我評估
- Identify role models 確立榜樣



How should my child prepare for an event?

子女應該如何為活動做準備？

Interview, speech festival competition, exam, talk

- Discuss the assignment as part of regular conversation
將活動作為常規對話的一部分
- Talk about the child's feelings and approach towards it
了解孩子的感受
- Understand the specific requirements/topic 了解具體要求/主題
- Prepare in advance – learn the technical but be yourself 提前準備
- Practise and role play 角色扮演
- Aim to connect with the audience – not be perfect 與觀眾建立聯繫
- Encourage effort, participation, and confidence
鼓勵努力、參與和信心
- Recognise importance but do not add to the child's stress
認識到該活動重要性，但不增加孩子的壓力
- Understand the feeling of discomfort and how to overcome it
瞭解不適的感覺以及如何克服它
- Teach sportsmanship and life lessons
學習體育精神



How can my child effectively deliver a formal presentation?

子女如何有效地進行正式演講？

- Take a breath before speaking to steady yourself
深吸一口氣，讓自己穩定下來
- Memorise the title or first line 記住標題或第一句
- Look at people in the audience and talk to them naturally
望住某些觀眾，自然地與他們交談
- Aim to make connections as if you're in a small group
旨在在一個小團體中建立聯繫
- Use simple language and make short points
使用簡單的語言並提出簡短的觀點
- Understand what you're saying 了解清楚自己想說什麼
- Maintain good posture and don't fidget, but use natural gestures
保持良好的姿勢
- Speak more slowly than you think 說慢一點
- Use pauses to gather your thoughts and for effect 停一停來鞏固您的想法
- Smile (unless inappropriate for the topic) 微笑
- Don't worry about mistakes – everybody makes them! 不要害怕犯錯



Key Tips

“Effective presentation skills are an art, not a science
有效的演講技巧是一門藝術，不是一門科學”

- Make communication and presentation skills everyday events. Communicate at home, school, out and about – everywhere!
令溝通和演講技巧成為日常活動之一
- Treat effective presentation as a life skill and prioritise it accordingly 將演講視為一種生活技能
- Allow your child to be themselves and celebrate their uniqueness 讓您的孩子做自己
- Remember strong presentations must involve listening 有效的演講技巧必須涉及聆聽
- Get used to feeling a little uncomfortable and trying new things 走出舒適圈並嘗試新事物