



Seminars in Biotechnology BTEC 591 & BTEC 691

Presentations Workshop



Dilek TOKAY

Tuesday, November 28, 2023

13:30

Auditorium – Blue Hall

Presentations workshop targets a diverse audience, including businessmen, scientists, students, and professors, emphasizing effective communication. The workshop is structured into five main sections. The first focuses on presentation types and purposes, while the second centers on project and research presentations. In the preparation/planning phase, participants cover objectives, data collection, outlining, and designing PPT materials. The agenda includes considerations for visuals, physical resources, and audience composition. The subsequent section explores oral composition, presentation techniques, and body language, followed by a round-up with audience reflections and evaluations.

The workshop also involves discussions on sample presentations, an analysis of a Presentation Evaluation Checklist, and a question-and-answer session. This comprehensive structure aims to provide a detailed exploration of presentation techniques for a diverse audience.

Resume

Dilek Tokay commenced her academic journey at the Middle East Technical University, School of Foreign Languages, holding various roles such as instructor, materials producer, and Director for Academic Affairs from 1970 to 1983. She extended her contributions at Boğaziçi University School of Foreign Languages from 1983 to 1999, engaging in curriculum design, materials production, and professional outreach, including RSA in-service training. Tokay later joined Sabancı University from 1999 to 2001, serving as an instructor and curriculum designer. She played a pivotal role in establishing the SU Writing Center and coordinating its programs until her retirement in 2014. Since then, she has been working as a freelance education management and professional development consultant, offering conferences and workshops in education and the business world.

As part of her international outreach, Tokay has been an active member of the European Writing Centers Association (EWCA) since 2000, holding various roles such as Emeritus Advisory Executive Board Member. Her dedication earned her the IWCA 2010 Muriel Harris, One Time Only, GLOBE Outstanding Work Award, making her the first European and Turkish recipient. She has presented at numerous international conferences and received her BA and MA degrees from Hacettepe University, completing her Ph.D. in 1975. Tokay holds certificates from Sussex, Stirling, and Brighton Universities in curriculum design, ELT methodology, and classroom management. She is a 1964 Üsküdar Amerikan Academy graduate.