**A good presenter ......**

**Fill the gaps with verbs from below:**

*does not fill makes (twice) provides selects uses is (4 times) encourages does not waste does not read knows anticipates paces delivers does not memorize*

* \_\_\_\_\_\_\_\_ the presentation short, but complete
* \_\_\_\_\_\_\_\_ with adequate volume, diction, and eye contact
* \_\_\_\_\_\_\_respectful of the audience
* \_\_\_\_\_\_\_\_\_ participation and constructive comment
* \_\_\_\_\_\_\_\_\_ the presentation
* \_\_\_\_\_\_\_\_\_ enough detail, but not too much
* \_\_\_\_\_\_\_\_\_ questions from the audience
* \_\_\_\_\_\_\_\_ information to make the best use of the time
* \_\_\_\_\_\_\_\_\_ visual aids that are large enough and explicit
* \_\_\_\_\_\_\_\_ effective use of the pointer
* \_\_\_\_\_\_\_\_\_ the presentation to interrupt projection time with discussion
* \_\_\_\_\_\_\_\_\_\_not repetitive
* \_\_\_\_\_\_\_\_\_\_\_\_ time reading text to the group
* \_\_\_\_\_\_\_\_\_\_\_\_\_ comfortable and relaxed
* \_\_\_\_\_\_\_\_\_\_\_\_the equipment before he uses it
* \_\_\_\_\_\_\_\_\_\_\_ his presentation with useless information
* \_\_\_\_\_\_ well prepared and organized.
* \_\_\_\_\_\_\_\_\_\_\_from the slides