

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