

PRESENTATIONS Requirements

- Groups of **2-3 students** (all group members have to be equally involved) or individuals
- Duration **10 – 30 minutes**
- The use of **visuals** such as power point, OHP, whiteboard, posters, ...
- Prepared **handouts** for the audience or **interactive tasks** for the classmates (questions, fill in exercise, crossword puzzle, ...)
- **Written summary** of the presentation by each member of the group

The presentation must be of **high quality**.

The choice of topic will be up to your group, it should be something that you find interesting and all the members should be happy about the topic. Try to avoid general topics like The European Union, **choose more specific topics** like The Czech EU Presidency – Successes and Failures.

PRESENTATIONS

Most presentations are divided into 3 main parts.

INTRODUCTION

MAIN BODY

CONCLUSION

INTRODUCTION

In the introduction you tell your audience what your message is going to be.

- **Welcome your audience**
 - *Good morning ladies and gentlemen. / Good morning everybody.*
- **Introduce your subject**
 - *I am going to talk about...*
 - *My topic/subject today is...*
- **Outline the structure of your presentation**
 - *I have divided my presentation into three sections. The first part of my talk will concern... Next, I'll tell you about... And finally, I'd like to talk about...*
 - *First of all I'll describe... Then I'll mention... After that I'll consider... Finally, I'll summarise...*
- **End your introduction**
 - *That concludes the introduction. Now let's move to the first part of my talk which is...*

MAIN BODY

In the body you tell your audience your real message.

- **Delivery**
 - speak slowly and calmly
 - use your notes but DO NOT READ your presentation!
 - maintain eye contact with each member of the audience
 - use gestures
 - change your voice (speed, intonation, volume)
 - use visuals
- **Language**
 - use simple and clear language
 - link your ideas in a logical and structured way
 - *That's all I have to say about... Now we'll move on to...*
 - *Well, I've told you about... So now we come to...*
 - *First of all... then... after that...*
 - *To start with... later... to finish up*
 - *Let's consider this in more detail*
 - *To illustrate this point...*

CONCLUSION

In the conclusion you summarise what your message was.

- **Sum up**
 - *To conclude...*
 - *In conclusion, I'd like to say...*
 - *Let me summarise...*
 - *I'd like to finish by saying...*
- **Thank your audience**
 - *Thank you for your attention.*
- **Invite questions**
 - *If you have any questions, I'll do my best to answer them.*
 - *Are there any questions?*