

1 Preparing your presentation

Planning: What do you have to take into consideration before giving a presentation?

Practising: What do you think are some ways of practising?

Dealing with nerves: How do you keep calm?

2 Structuring your presentation

A Talking Point: What can make a presentation difficult to understand? Do presentations normally have a typical structure?

B The Core Structure

That is the end of my presentation... Now today I'd like to talk about... This brings me to my second point... I'm going to go through three points. That more or less covers... Let's move on to the last point... Let's leave that there for now, shall we? So let's start with...	1 _____ _____
First of all, I'll talk about... Secondly, I'll cover... And finally, I want to discuss...	2 _____ _____
	3 _____ _____

C Announcing the beginning and end of a message

Moving on (from) to... Now let's look at... Now I'd like to consider... That was my first point. Next, I'd like to... That covers all I wanted to say about... Turning now to... I'd like to begin by (examining)... That's enough about...

D Signposting. What is it? Match similar expressions.

- | | |
|------------------------|-------------------------------|
| 1 Last of all | a To begin with/To start with |
| 2 Firstly/First of all | b To recap |
| 3 In conclusion | c Secondly/thirdly |
| 4 Next | d To conclude |
| 5 To sum up | e Finally/Lastly |

3 Introducing your presentation

A Talking Point

Think about an audience at a presentation. Why is it important to think about your audience?

What do they want to know at the start of the presentation?

What can a presenter do to get their attention at the start?

B Language Focus

Below, you will find a number of ways to state the **purpose** of your presentation. Complete them using the words given.

5 Concluding

A Read these expressions. Number them in the order you think they might follow each other.

- a** If you'd like to ask me any questions, then I'd be happy to try and answer them. ____
- b** Well, I've come to the end of my presentation. ____
- c** My aim was to give you a good overview of the background, the approach and the results of the survey. ____
- d** As I said before, you can study this in further detail in your hand-outs. ____
- e** We have seen how far-reaching the research is in terms of numbers. ____
- f** Thank you very much for listening. ____
- g** We have also looked at the more general and global feedback. ____

B Underline any expressions in A that

- 1 announce the end of the talk
- 2 recap the key messages and refer back to previous parts of the presentation
- 3 ask the audience to take action
- 4 thank the audience
- 5 invite questions

6 Handling questions

The LEVER model (Listen-Echo-Value-Empathize-Respond)

- 1 check the understanding of the question
- 2 show you value the question
- 3 show empathy and understanding
- 4 check the questioner is satisfied with your answer

Re-order these words to make expressions. Then add them to the four categories above.

- a have you correctly I understood?
- b understand your I concern can.
- c let be sure you I've followed me correctly.
- d answer that query your does?
- e that would be problem I can a see.
- f important that's point an – raising thanks for it.

7 Bringing it alive!

A Talking point. What makes a presentation interesting or memorable? How can a presenter make the audience feel more involved in a presentation?

B Other things to consider.

Interaction – get the audience to participate by asking them

to... _____, _____, _____

Imagination – There are many ways to stimulate the audience's imagination including...

_____, _____, _____

Attitude – Interesting presenters make the audience feel that he or she wants to speak to them. The techniques they use include: _____, _____,
