

Presentations Workshop

1 Getting ready

Prepare yourself: How do you fight nervousness?

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

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

2 Structuring your presentation

A Talking Point: What can make a presentation difficult to understand? Do presentations normally have a typical structure? What do you think the KISS principle stands for?

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... First of all, I'll talk about... Secondly, I'll cover... And finally, I want to discuss...	1 _____ 2 _____ 3 _____
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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 The presentation as a **journey** – write *who/ why/ what/ how* next to each phrase.

1 My name's XY and I'm a/an...

2 My purpose today is...

3 I'm going to develop three main points. First,... Second,... Third,...

4 Let me introduce myself. I am... I am a/an...

5 I'll pass round copies of my slides so you can make notes as I go through the presentation.

6 Today I would like to give you a general overview of...

7 I've divided my presentation into three main points. I would like to begin with...

8 So, I'll be addressing three main points and the first one is going to be... The second point will be... And finally the last point is...

9 Today, I'm going to bring you up to date with...

10 The presentation should last about 15 minutes.

11 My objective today is to...

12 If you have any questions, I'd be grateful if you could leave them until the end.

13 I'm happy to take any questions after that.

14 I would like to start with... And then... Lastly...

15 Today, I'm going to tell you...

16 What I am going to do today is review...

17 Please feel free to interrupt me at any time if you have a question.

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

OK, let's get started. Good morning, everyone. Thanks for coming. I'm (your name). This morning, I'm going to be:

showing talking taking reporting telling

- 1 to you about the videophone project.
- 2 you about the collapse of the housing market in the early 1990s
- 3 you how to deal with late payers.
- 4 a look at the recent boom in virtual reality software companies.
- 5 on the results of the market study we carried out in Austria.

... so, I'll begin by:

making outlining bringing giving filling

- 1 you in on the background to the project.
- 2 a few observations about the events leading up to that collapse.
- 3 company policy on bad debt.
- 4 you an overview of the history of VR.
- 5 you up-to-date on the latest findings of the study.

... and then I'll go on to:

put discuss make highlight talk

- 1 what I see as the main advantages of the new system.
- 2 the situation into some kind of perspective.
- 3 you through our basic debt management procedure.
- 4 detailed recommendations regarding our own R&D.
- 5 in more depth the implications of the data in the files in front of you.

F Jump start

- 1 What do you think 'jump start' means?
- 2 Why do you think 'jump start' is effective? Can you think of any examples of a 'jump start'?

G Over to you!

In pairs, try to introduce a presentation on one of the topics below (or any topic of your interest):

- a country for a good holiday
- a university to study
- a great film to see or a book to read
- a restaurant in your city

4 Delivering your message

A Talking point : What techniques can you use to get your message across? How can you make sure that the audience remembers your key messages? What are cue cards? What is the role of silence?

B the PEEP Principle

- 1 What I mean is
- 2 What I'm arguing for is
- 3 Let me give you an example a Introducing your point
- 4 In other words b Explaining
- 5 Let's start with c Giving examples
- 6 I'd like to outline/examine
- 7 For example/instance
- 8 This means that

C **Signposting.** Decide if the expressions below are used

- a To start...
- b To develop...
- c To recap...
- d To conclude... a point.

- | | |
|---|--------------------------------------|
| 1 Moving on now to... | 12 So, we've looked at... |
| 2 I would like to begin by... | 13 That completes my overview of... |
| 3 Let's now turn to... | 14 Let's just recap... |
| 4 Let's start with my presentation... | 15 So, that's pretty much... |
| 5 So, first of all... | 16 and this is... |
| 6 Now, turning to... | 17 Next we come to... |
| 7 Now, what about...? | 18 So, that was... |
| 8 Let me move on to... | 19 My next point is... |
| 9 So, that's the general picture for... | 20 That's all I want to say about... |
| 10 I'd like to conclude this point by saying... | 21 So, that covers this point. |
| 11 This leads me to a point... | 22 And finally... |

D **Pausing** – the effect of silence

E **Visual aids**

- 1 How much time should you spend on a slide?
- 2 What is the recommended minimum size of letters in the slide?
- 3 What kind of background should be avoided on slides?

5 **Concluding**

A Read these expressions. Write SIG (signal), SUM (summary), CONC (conclusion) or CR (closing remarks) next to the phrases.

- 1 So, that brings me to the end of my presentation.
- 2 Let me summarise what we've looked at.
- 3 Thank you for your attention.
- 4 I'll briefly summarise the main issues.
- 5 I'll now hand out...
- 6 I suggest Michael ... and Peter...
- 7 I'd like to summarise.
- 8 I'd like to conclude by strongly recommending...
- 9 So, that completes my presentation.
- 10 Let me just go over the key points again.
- 11 To sum up...
- 12 I trust you gained an insight into...
- 13 To conclude, I'd like to leave you with the following thought...
- 14 Well, that covers everything I want to say.
- 15 If you have any questions, I'd be happy to answer them.
- 16 At this stage, I'd like to go over...
- 17 In my opinion, the only way forward is to...
- 18 Thank you for listening.
- 19 To summarise, I'll run through my three topics.
- 20 In conclusion, I'd like to leave you with the following ide.

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 In pairs, can you think of some ways to make the presentation interesting/effective? Try to complete the gaps with your own ideas.

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: _____, _____, _____

C Finish with a BANG

1 In pairs, read the short text. What are the features of a 'finish with a bang' according to your text?

2 Can you think of any 'finish with a bang' techniques?

8 Over to you!

1 In your group, prepare a 10-minute presentation on your topic.

2 As a member of the audience, listen and watch carefully the presenters and get ready to give your opinion!