

## PRACTICAL ACTIVITIES - PRESENTATIONS

### 1 Getting ready

*Prepare yourself:* How are you going to fight nervousness before your talk?

*Practising:* What are going to be your ways of practising?

### 2 Introducing your presentation

A Talking Point: "The presentation is a **journey.**" – how do you understand the statement?

B Write *who/ why/ what/ how* next to each phrase.

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

2 My purpose today is... **WHY**

3 I'm going to develop three main points. First,... Second,... Third,... **WHAT/HOW**

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

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

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

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

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... **WHAT/HOW**

9 The presentation should last about 15 minutes. **HOW**

10 Today, I'm going to tell you... **WHAT**

11 Please feel free to interrupt me at any time if you have a question. **WHAT**

### 3 Delivering your message

C Announcing the beginning and end of a message. **BEGINNING – TRANSITION – END**

1 Moving on (from) to = **TRANSITION**

2 Now let 's look at = **BEGINNING/TRANSITION**

Now I'd like to consider ... **BEGINNING**

That was my first point. Next, I want you to ... **TRANSITION**

That covers all I wanted to show and say about ... **END**

Turning now to ... **BEGINNING/TRANSITION**

Let me make a start through ... **BEGINNING**

That's enough about ... **END**

D Singposting – match **similar expressions.**

1 Last of all **E** a) To begin with /To start with

2 Firstly/First of all **A** b) To recap

3 In conclusion **C** c) Second/thirdly

4 Next **C** d) to conclude

5 To sum up **B** e) Finally/Lastly

E Supporting your statements/argumentation

1 What I mean is **B**

2 What I'm arguing for is **B/(A)**

3 In other words **B** a) Introducing your point

4 Let's start with **A** b) Explaining

5 I'd like to outline/examine **A** c) Giving examples

6 7 For example/instance **C**

7 This means that **B**

## 4 Concluding

Imagine you are just about to close your presentation. Look at the suggested sub-categories of a conclusion and write SIG (signal to open the final part of a presentation), SUM (summary), CONC (conclusion) or CR (closing remarks) next to the phrases.

- 1 Let me summarise what we've looked at. = **SUM (summary)**
- 2 Thank you for your attention. **CR**
- 3 I'll now hand out... **SIG**
- 4 I suggest Michael ... and Peter...
- 5 I'd like to conclude by strongly recommending... **CONC**
- 6 So, that completes my presentation. **CR**
- 7 Let me just go over the key points again. **SUM**
- 8 I trust you gained an insight into... **SUM**
- 9 To conclude, I'd like to leave you with the following thought... **CONC**
- 10 Well, that covers everything I want to say. **CR**
- 11 If you have any questions, I'd be happy to answer them. **CR**
- 12 At this stage, I'd like to go over... **SIG**
- 13 In my opinion, the only way forward is to... **SUM**
- 14 Thank you for listening. **CR**

## 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 correctly I understood? **HAVE I UNDERSTOOD CORRECTLY? 1**
- b understand your I concern can. I **CAN UNDERSTAND YOUR CONCERN. 3**
- c let make sure you I've followed me correctly. **LET ME MAKE SURE I'VE FOLLOWED YOU CORRECTLY. 1**
- d answer that query your does? **DOES THAT ANSWER YOUR QUERY? 4**
- e that is problem I can a see. **I CAN SEE THAT IS A PROBLEM. 3**
- f important that's point an – raising thanks for it. **THAT'S AN IMPORTANT POINT – THANKS FOR RAISING IT. 2**

## 7 Over to you!

- 1 In your group, prepare a 5-6 minute presentation based on the text (distributed last week).