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...
- 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 The presentation should last about 15 minutes.
- 10 Today, I'm going to tell you...
- 11 Please feel free to interrupt me at any time if you have a question.

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 = Now I'd like to consider ... That was my first point. Next, I want you to ... That covers all I wanted to show and say about ... Turning now to ... Let me make a start through ... That's enough about ...
- D Singposting match similar expressions.

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

2 Firstly/First of all b) To recap
3 In conclusion c) Second/thirdly
4 Next d) to conclude
5 To sum up e) Finally/Lastly

- E Supporting your statements/argumentation
- 1 What I mean is
- 2 What I'm arguing for is

3 In other words a Introducing your point

4 Let's start with b Explaining 5 I'd like to outline/examine c Giving examples

6 7 For example/instance

7 This means that

4 Concluding

Imagine you are just about to close your presentation. Look at the suggested sub-categories of a conclusion and write SIG (<u>signal to open</u> 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.
- 3 I'll now hand out...
- 4 I suggest Michael ... and Peter...
- 5 I'd like to conclude by strongly recommending...
- 6 So, that completes my presentation.
- 7 Let me just go over the key points again.
- 8 I trust you gained an insight into...
- 9 To conclude, I'd like to leave you with the following thought...
- 10 Well, that covers everything I want to say.
- 11 If you have any questions, I'd be happy to answer them.
- 12 At this stage, I'd like to go over...
- 13 In my opinion, the only way forward is to...
- 14 Thank you for listening.

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

7 Over to you!

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