

Homework for the next lesson

1. Find any video of a presentation (e.g. on www.youtube.com , www.ted.com, etc.), watch it and write down 5 phrases that can be used while giving a presentation. Bring the link and the phrases to the next lesson and also remember what the presentation was about.
2. Read **ONE** of the texts from the “Reading” in “02_Presentations” (depending on your group) and bring the text with you. Write down (or highlight) two pieces of information from the text you find most important.

Lesson materials

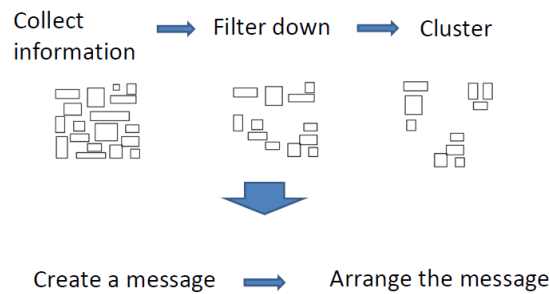
1. Decide which recommendations you can use to make a good presentation. Change those which are not correct.

- 1) Read rather than talk during your presentation.
- 2) Stand up unless you're literally forced to sit.
- 3) Stand still during your presentation, do not move or make gestures.
- 4) Vary the pitch of your voice. Monotones are sleep-inducing.
- 5) Speak loudly and clearly, do not face the audience.
- 6) Make eye contact with the audience.
- 7) Do not focus on main arguments, the details are the most interesting.
- 8) Visual aids are not important.
- 9) Finish your talk within the time limit.
- 10) Summarize your talk at the beginning and again at the end.
- 11) Notice your audience and respond to its needs, but do not make jokes.
- 12) Do not imitate excellent speakers.

2. Why are these important for creating a good presentation?

TITLE **LECTURE ROOM** **AUDIENCE**
PURPOSE **TOPIC** **VISUAL AIDS**
STRUCTURE **BODY LANGUAGE**
CONTENT **PREPARATION**

3. Content preparation



4. Structure of the presentation

- Chronological
- Problem x Solution
- Cause x Effect

5. Decide which of the point below belong to the three basic stages of a presentation.

Individual stages

1. Introduction

- Postponing
- Opening the main section
- Summarizing the content
- Referring back
- Presenting the outline
- Moving to a new point
- Summarizing the main idea
- Greetings

2. Body of the presentation

3. Conclusion

- Interacting with the audience
- Opening
- Thanking the audience
- Getting attention
- Elaborating a point
- Highlighting
- Dealing with questions
- Explaining terminology

6. Suggested answers. Think about and write some phrases which can be used in each of these parts of a presentation.

1. Introduction

- Greetings
- Getting attention
- Opening
- Presenting the outline

- Elaborating a point
- Postponing
- Referring back
- Highlighting
- Explaining terminology

2. Body of the presentation

- Opening the main section
- Moving to a new point
- Summarizing the main idea
- Interacting with the audience

3. Conclusion

- Summarizing the content
- Thanking the audience
- Dealing with questions

Some suggestions for more see Presentation Manual

Structure outline

I'll begin by... First of all, I'll... I'll then Secondly, I'll Finally, I'll

Beginning

I'd like to present to you the results of our research into... It is well known that...
Many studies have shown that... X has established clearly that ...

Signals during the presentation

Now,... Moving on to X,... As far as X is concerned,...

I'd like to emphasize

Firstly,... Secondly,...

This slide shows... For instance ... such as ...

On the other hand In contrast,... However,...

Conclusion

So, In conclusion To sum up, Finally

Some examples:

Example 1

Watch this presentation. What is its purpose?

https://www.youtube.com/watch?v=c_m2F_ph_uU

What strategies does the speaker use to achieve this purpose?

Example 2

What is the presentation about?

<http://www.youtube.com/watch?v=hVimVzgtD6w>

http://www.ted.com/talks/hans_rosling_shows_the_best_stats_you_ve_ever_seen#t-137699

What do you like about the presentation? What would you change?