

Lesson 5

GIVING PRESENTATIONS

SPEAKING – Your experience

1a Answer these questions:

- 1) Where and when was the last time you gave a presentation?
- 2) What was it about?
- 3) Were you satisfied with the result? Do you think it could have been any better? In what way?



1b What are the things you need to consider before you start working on a presentation?

STRUCTURE OF A PRESENTATION



2 Add the following headings to the sections below.

- a) Providing key and supporting information on the topic
- b) Summarizing
- c) Greeting
- d) Thanking the audience for attention
- e) Welcoming the audience
- f) Introducing yourself
- g) Inviting questions
- h) Explaining the aim and the structure of the presentation
- i) Illustrating your point on examples

INTRODUCTION	
MAIN BODY	
CONCLUSION	

(adapted from *Successful Presentations*, Oxford, 2012, U2, p. 11; and <https://www.usingenglish.com/files/pdf/presentations-formal-informal-language.pdf>)

READING – A good introduction
3 Read the article and fill in the words from the box.

respect	focus	rehearsed
delivery	useful	invites
explanation	provide	answer

A good introduction/opener

By Ellen Finkelstein

A good introduction to the 1) _____ of your presentation is extremely important. The first minute or so sets the stage for the rest of your talk. You want to quickly get the attention, interest, and 2) _____ of your audience. Your first words should be lively, interesting, clear, and simple.

Start by expressing the fact that you're glad to be there because it 3) _____ the audience to be glad that they're there, too. Your excitement is infectious and fills the room with your energy.

Your introduction should 4) _____ the following: Who are you? What is your topic? Why is it important?

Who are you?

Even if you will be introduced, re-mention your name and 5) _____ on the most important facts about yourself. Otherwise, 6) _____ a slightly longer introduction, but just enough to let people know why they should listen to you.

What is your topic?

Give a brief 7) _____ of your topic, just a little longer than the title of your talk. Don't give away the secret of your talk, but whet their appetite.

Why is it important?

Finally, tell the audience why the topic is important to them. What will they have gained by the time the talk is finished? Don't feel shy to promise that they'll learn something 8) _____; they really want to know that.

The entire opening should only take a minute or two. More than that, and it becomes boring because the audience will be impatient to hear the main content of your presentation. Your intro should be well 9) _____, clear and filled with confidence.

(adapted from <https://www.ellenfinkelstein.com/pptblog/a-good-introductionopener/>)

VOCABULARY – Useful phrases for an introduction

4 Look at the phrases and fill in one word in each gap.

- **Greeting and Introducing yourself**
 - *Good morning, ladies and _____ Welcome _____ my presentation.*
 - *Hello everyone. _____ me introduce myself. My name is ...*
 - *I'd _____ to introduce myself.*
- **Introducing the topic**
 - *Today I'm going to _____ about ...*
 - *The topic/focus of my presentation is ...*
 - *I'd like to discuss ...*
- **Providing the aim/objective of the presentation**
 - *The aim/ objective / _____ of my presentation is ...*
 - *What I would like to do is ...*
- **Giving the structure of your presentation**
 - *My presentation is _____ three parts. First, ... / Second, ... / Third, ...*
 - *Firstly/First of all, I'll look at ... Then, I'll explain _____, I hope to ...*

useful verbs:

look at, describe, explain, examine, discuss, outline, talk about

(adapted from Academic Skills, Oxford, 2011, p. 17; Presenting, HarperCollins, 2013, p. 34; Effective Presentations, Oxford, 1995, p. 14)

LISTENING – A killer introduction

5 Explain the meaning of the expressions below. Then, watch the video about how to give a killer introduction to a presentation and answer the two questions.

<https://www.youtube.com/watch?v=aGEFtRwPhE4>

hook the audience	theme song	crucial
burst at the seams with confidence	vivid	credibility

1) What are the four steps of the formula introduced in the video?

- Step 1:
- Step 2:
- Step 3: and Preview
- Step 4:

2) What does the speaker mean by 'Preview' in Step 3?

VOCABULARY – Useful phrases for presentations

6 Write the phrases in the correct place in the table.

- To conclude, ...
- Let me illustrate it on an example, ...
- Good morning ladies and gentlemen. My name is Thank you for coming.
- The presentation is divided into three parts. Firstly, ..., secondly, ..., finally
- Now, I will move on to ...
- For example, ...
- Thank you for your attention.
- The topic of my presentation is ...
- Does anyone have any questions or comments?
- Today, I would like to talk about ...

Introduction	
Sequencing information	
Moving to the next topic	
Giving examples	
Conclusion	

(adapted from *Successful Presentations*, Oxford, 2012; and <http://www.businessenglishresources.com/31-2/student-section/student-handouts/signposts-test/>)

SPEAKING - Giving a short presentation

7 Work in pairs. Choose one of the two topics and give a 2-minute presentation on it.

Speaker A

1. Describe a television station that you often watch. You should include:
 - Why you choose that station
 - What you like about it
 - What you think could be improved about it.
2. Give a mini-presentation about a recent news story, explaining:
 - What happened
 - How you learnt about it
 - How you felt about it.

Speaker B

1. Describe your favourite website. You should include:
 - What you like about it
 - How often you use it
 - What you think could be improved about it.
2. Give details about an important photo that you have or know about. You should describe:
 - What it shows
 - When and where it was taken

- Why it is important.

(adapted from <https://www.usingenglish.com/files/pdf/business-english-presentations-formal-informal.pdf>)

HOME PRACTICE: READING – General recommendations for a good presentation

8a Decide which of the following statements are good tips for giving a presentation.

1. Begin and end strong.
2. Stand up and practice your presentation two or three times at home.
3. Try to memorize your presentation word for word.
4. Write notes on pieces of card to use as prompts.
5. When presenting, read the whole presentation from your notes.
6. Always use a Power Point presentation.
7. Apologize to the audience when you have a problem during the presentation.
8. If you don't understand a question from the audience, ask for clarification.
 - Can you add any other good tips?

8b Read the text and match the headings with the paragraphs.

<http://www.wikihow.com/Give-a-Presentation>

- a) Have a killer closing.
- b) Practice.
- c) Slow down.
- d) Less is more.
- e) Engage the spectators.
- f) Dress appropriately.
- g) Decide whether to use media or not.

1) _____

When having a presentation you don't want to overwhelm your audience with a lot of information and important points. Even if they're interested in your topic they'll stop paying attention and then you've lost them. You need to stick to your points and you need to make sure that you only use the information that you need to support and clarify those points.

2) _____

It isn't always necessary to use a Power Point, or other visuals, especially if you're already an engaging speaker and have interesting subject matter. In fact, a lot of times, using visuals simply distracts from the main point, which is your presentation.

3) _____

This tip is the one that for some reason, lack of time perhaps, people neglect to do and it is absolutely key to giving a good presentation. Running through the presentation more times before the actual event gives you time work out any problems with your notes and with your technology and makes the presentation itself go more smoothly.

4) _____

You want to dress for success. Wearing nicer clothes can help get you into the mindset of giving a good presentation. However, you also want to be comfortable, so you should try and find a reasonable compromise between dressing super snazzy and dressing comfortably.

5) _____

One way to make your presentation memorable and interesting is to interact with your audience. Don't act like there's a wall between you and your audience, engage them in the material. Talk directly to them, not at the back wall, but to your audience.

6) _____

One of the most frequent things that people do to sabotage their own presentation is talking way too quickly and so many people make this mistake. They get nervous and they rush through their presentation, leaving the audience confused at the tidal wave of information. Don't do this.

7) _____

The beginning and the closing of a presentation are the parts that people tend to remember, so you want to make sure that you end with a punch to the gut (figuratively speaking; don't hit your audience). You'll need to repeat the most important points and make sure the listener knows why they should care about your topic.

SPEAKING – Power Point presentation

9 Read the rules below and decide whether they are worth following when making a Power Point presentation. Make a tick next to those that are correct and should be followed and change those that are wrong.

<http://office.microsoft.com/en-001/powerpoint-help/tips-for-creating-and-delivering-an-effective-presentation-HA010207864.aspx>

- 1) The higher the number of slides, the better.
- 2) Choose your font style and size that the audience can read from a distance.
- 3) Go for long sentences and avoid bullet points.
- 4) Audios, videos and pictures make the audience confused.
- 5) Make labels for charts and graphs understandable.
- 6) Make the slide backgrounds simple and keep them consistent.
- 7) The colour of the background and the text should be similar.
- 8) Spelling and grammar mistakes are not important.

Source of the Picture:

<http://www.businessinsider.com/todd-herman-on-giving-presentations-2014-7>