

GIVING PRESENTATIONS

1. Discussion:



Where and when was the last time you gave a presentation?

What was it about?

Were you satisfied with the result?

How do you usually feel when giving presentation?

2. How to deal with the presentation stress? Watch the video and do the exercise.

(<https://www.youtube.com/watch?v=ryXOW1QS0ZM>) 0:00 – 4:16

1) Public speakers

- a) are nervous.
- b) are never nervous.
- c) are rarely nervous.

2) The difference between experienced and inexperienced speakers is in

- a) the brain structure.
- b) the use of the technical tools.
- c) stress management.

3) A place in your brain called Amygdala

- a) helps you run.
- b) stops the "fight or flight" reaction.
- c) protects the organism.

4) In front of the audience, the inexperienced speakers

- a) don't have any feelings.
- b) want to defend themselves.
- c) are unconscious.

5) On a conscious level, the experienced speakers should

- a) have a concrete posture.
- b) watch television series.
- c) put on weight.

6) When looking at your audience,

- a) pour them a glass of wine.
- b) quickly look away.
- c) spend some time looking at the individuals.

3. Complete the advice using the verbs below.

Get Stop Don't be Give Visualize Find

- 1) _____ up the belief that you have to be perfect.
- 2) _____ the outcome you want.
- 3) _____ worrying about yourself and get excited about your speech.
- 4) _____ plenty of sleep the night before your speech.
- 5) _____ friendly faces and focus on them.
- 6) _____ afraid to say you don't know.

4. Read the article and fill in the words from the box. There are two extra words.

respect		re-mention		provide
	organised		adjustments	
delivery		stammer		appetite
quote	invites		meaningful	

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 should start with a positive mood. The first impression you make lasts. You want to quickly gain 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. A statement like, "I'm glad/excited/pleased/thrilled to be here" is almost obligatory. It 3) _____ the audience to be glad that they're there, too. Your excitement is infectious and infuses the session with your energy.

Claudyne Wilder, in July, 2007 issue of her newsletter, "Wilder's Presentation Points," said the following:

"A presenter who says, 'I know you are busy people and have many things to do. Thank you for coming.' only reminds everyone of all the things that they aren't doing because they are sitting and listening. Distracting the audience before the presentation even begins is hardly a positive way to begin!"

Your introduction should answer the following

Who are you?

What is your topic?

Why is it important?

Who are you?

Even if you have been introduced, 4) _____ your name and focus on the most important facts about yourself that the audience will find 5) _____, such as your experience with the topic. It means you can 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 explanation 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 7) _____.

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 useful; 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.

Lori Giovannoni, in her e-book, "So You Want to Be a Speaker", says, "Your intro should be well 8) _____, clear and filled with confidence. This is not the time to 9) _____ and hope for the best. A poor intro will drop the energy in the room and you will spend the next half hour trying to recapture it."

When you've written your introduction/opening, rewrite it and edit it until you like it. Then practice giving it out loud. Practice again. Time it. Record it and listen to it. Make 10) _____ and practice the new version. You should be able to speak it out without looking at your notes. When you're done, you'll have a great opener to your presentation!

5. What are the things you need to consider before you start working on a presentation?

6. General recommendations for a good presentation. Match the headings with the paragraphs.

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.

(adapted from <http://www.wikihow.com/Give-a-Presentation>)