

AI

SEMINAR 3 – ANSWER KEY

Presentations II

Task 1

Good afternoon and thank you for making the effort to be here with us today. My name's Rachel Rawlins and I'm responsible for teaching methodology. What I'd like to do today is **talk about / look at** teaching methods at Czech universities. This **brief** talk will hopefully **act as** a springboard* for discussion. I'm going to **look at / talk about** the methods from three **points of view**: firstly, the students; secondly, the teachers; and **finally**, the materials. If you have any **questions**, just interrupt me as I **go along**. Your point of view may well be different, and we'd like to **hear** from you.

Task 2

It's a pleasure = I'm delighted
I'm in charge of = I take care of
We are here today = My purpose is
Review = Go through
At greater length = In more depth
Break down = Divide
Parts = Sections
Third = Finally

Feel free = Don't hesitate
An opportunity = A chance

Task 3 – based on class discussion

Task 4 – possible answers

1. f, o
2. b, i, m, w
3. c, h, p
4. a, g, q
5. d, e, k, r, u, o
6. j, l, n, s, t, v

Task 5 – d, b, c, e, a

Task 6 – a-6 b-5 c-1 d-3 e-4 f-2

Task 7

So, **that's all** I have planned to say about the topic. Let me summarize the main **issues**. Very **briefly**, they are four. First, nation states, **second**, confederations, then, multinational empires and **finally** multinational democracies. I'd like to **conclude** by emphasizing the fact that the majority of today's countries are **formed by** multicultural societies. Well, I suggest we start the **discussion** now. But before we **begin**, let me thank you for your attention. OK, I'd be glad to answer any **questions** now.

Task 8

That covers everything in my talk. Let me just **sum up** the **main** points again. Very briefly, they are three. First, Socio-biology in contrast to Ecology, **then** to Economy, and **lastly** to Political Science. **As you can see**, there are some **reliable** reasons to see Socio-biology as any treatment of social phenomena that **is based on** neo-Darwinism theory. **Now**, I'd like to leave you with the following **idea**: Remember that politics, ecology as well as economy are part of life and biology is the study of life. **It seems to me that** the only possibility is to accept the **presence** of Socio-biology as an equal science to other social sciences. Thank you for **listening**. And now, if you have any questions, **I'd be glad** to answer them.

Task 9 – based on class discussion

Task 10 – 1. D 2. E 3. B 4.A 5.C

Task 11

- A a) Excuse me, could I interrupt?
 b) Of course.
 a) I'd like to ask you about the new university campus.
 b) Sure, what exactly would you like to know?
 a) Well, could you tell me at this stage whether you have fixed a budget?
 b) We've got a meeting next week. I'll let you know straight away, if that's OK.
 a) Sure, that'll be fine.
- B a) May I ask a question?
 b) Go ahead.
 a) Would you like telling us when you're going to retire?
 b) Not at all. I'm planning to stop working just after Christmas.
 a) Oh, good! We'd like to invite you to our Christmas party. Can you come?
 b) When is it?
 a) It's on the 23rd from seven onwards.
 b) That sounds fine. I'll look forward to it.
- C a) Are there any questions?
 b) Yes, I wonder if you have considered any other options?
 a) I'm not sure what you're getting at.
 b) Well, you know, other possibilities such as relocating the campus to a cheaper area.
 a) I see what you mean. Yes, of course we've looked at all the options and we think this is the best one.
 b) But surely relocation would be better for the staff?
 a) I'm afraid that's all we have time for now. Perhaps you'd like to talk about that later.

Tasks 12 & 13

Tips for Public Speaking

The key to being a good speaker

INTRODUCTION

Seminar 3 – Presentations II – ANSWER KEY (Page 3 of 4)

<i>Put yourself in the position of the audience. Don't think too much about yourself.</i>	
The presentation itself – MAIN POINTS 1. <i>Don't make the presentation too long; keep to the time limit.</i> – 1 2. <i>Have a maximum of 4 or 5 main points.</i> 3. <i>Use words which come naturally to you – don't experiment with new ones.</i> 4. <i>Write out your notes in big handwriting.</i>	BODY
How to cope with nerves 1. <i>Get rid of your personal nervous habits; don't make noise with keys or touch your hair.</i> 2. <i>Don't worry about sweat or perspiration; the audience can't see it.</i> – 2 3. <i>Remember that the audience want you to succeed.</i>	
Telling jokes <i>Use funny anecdotes from your personal experience. But be careful about making jokes about other people or nationalities which can be offensive. Only use jokes if you're comfortable telling them.</i> – 3	
The most important moment / main advice - <i>be natural; be relaxed.</i> ENDING <i>The beginning – start with your main point and then give specific examples. If you start badly, the audience may go to sleep or leave.</i>	

Tapescript

I – Interviewee; P – Presenter

I – First, I'd say that the key to being a successful public speaker is to put yourself in the position of the audience. When a presentation fails, it's often because the person speaking is thinking too much about him or herself, not about the audience.

P – What about the presentation itself?

I – Well, my main tips here would be: first, don't make your presentation too long and keep to the agreed time: if it is supposed to be 20 minutes, make sure it doesn't go on for half an hour. Secondly, don't have more than four or five main points. People can't usually remember more than that anyway, so make four or five your maximum. Thirdly, try to only use normal vocabulary, words which come naturally to you; don't experiment with new words – you'll probably mispronounce them. And finally, write your notes out in very big writing so you can see each page or paragraph at a glance.

Seminar 3 – Presentations II – ANSWER KEY (Page 4 of 4)

P – What about nerves, that awful feeling that everyone has before an important occasion?

I – Well, it's impossible to completely overcome nerves when you're speaking in public, but you can learn to cope with their effects. Firstly, try to get rid of your personal nervous habits; for example, try not to make a noise with the keys in your pocket or touch your hair all the time. Secondly, don't worry about sweat or perspiration; the audience can't see it. And thirdly, remember the audience want you to succeed. They haven't come to see you fail.

P – What about telling jokes?

I – Well, I'd say definitely use funny anecdotes from your personal experience, stories, and things like that. But be careful, for example, about making jokes about other people or other nationalities. That can be offensive. And only use jokes if you're comfortable telling them.

P – What do you think is the most important moment in a presentation, the beginning or the end?

I – I'd say the beginning. If you start badly, the audience may go to sleep or even leave, so try to start your presentation strongly with your main point, the main message you want to get across, and then give specific examples.

P – If you were asked to give just one piece of advice?

I – Well, as Shakespeare said, "to thyself be true," or in modern language, be yourself, be natural. People communicate best when they feel relaxed and confident, and that is what you must learn to do in front of an audience, whether it's two or three people or two thousand.

Adapted from: Clive Oxenden & Christina Latham-Koenig, English File – Upper Intermediate, Oxford University Press, 2002, p. 116, Tapescript 7.12.

Task 15

1. any
2. Masaryk University
3. First
4. **we should change** / changing
5. to know
6. correctly; saying
7. I can't see
8. Do you mean
9. another
10. answer your question
11. I think
12. not to answer / not answering
13. to being
14. telling
15. advice