

Week 3 - GIVING PRESENTATIONS - Key

1. One of the worst things about Joanna’s presentation is its lack of organization, nervous, unprepared, bad visual aids

4.

System	Delivery (using the language +your voice)	Body language	Visual aids
Interesting content, relevant to the audience	Clear, simple, fluent speech	Strong, clear gestures	Clear and simple layout of visuals
Careful preparation, good timing	Natural spoken language	No distracting gestures	Big letters
Good organization, clear structure	Intonation, articulation	Eye contact	Interesting pictures, videos, animations
Impact on the audience, strong introduction and conclusion	Pauses for emphasis	Positive, confident and relaxed manner	Effective use of equipment

6. **poor:** he only includes a reference to the audience, no picture, uninterested

good: he includes all the necessary items (name, position, title/subject of the pres., purpose, length of time he will take, main parts or points he will cover, any visual aids he will use, when the audience may ask q’s, reference to the audience – a human touch, is interested, positive.

8.

don’t hesitate - g)	a chance – h)	I take care – b)
I’m delighted - a)	sections – f)	go through – d)
in more depth - i)	my purpose is – c)	divide – e)