

Lesson 14

Presentations

14.1. Warm-up Questions

1. Are you a good public speaker? Why or why not?
2. What can you do to relax while giving a presentation or speech?
3. In your country, what is considered polite behavior while listening to a presentation or speech?
4. Make a list of what you think constitutes a good business presentation.
 - a. Maintain eye contact.
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____

14.2a. Parts of a Presentation

There are 3 main parts of a presentation: Introduction, Body, and Conclusion.

The Introduction: You should introduce yourself and your topic. You also want to grab the audience's attention by asking a question, telling a story, or giving an interesting fact about your topic. You should also outline what you will talk about.

The Body: The body should support your introduction by giving facts, opinions, or reasons to support your topic. In this section, you discuss your main points in more detail.

The Conclusion: The conclusions should restate your main points without the examples. This is a brief summary of what you want the audience to remember. You can finish with a personal thought, recommendation, or a question.

14.2b. Read through the following phrases and decide if they belong in the introduction, body, or conclusion. Write 'I', 'B', or 'C'.

1. Good morning everyone. _____
2. To sum up. _____
3. I would like to thank you for coming here today. _____
4. My next point deals with... _____
5. Moving on to... _____
6. To conclude... _____
7. First, I will talk about... _____
8. Does anyone have any questions? _____
9. Let's begin with... _____
10. Last but not least... _____
11. Thank you for listening. _____
12. Let's move on to my next point. _____

13. Today I will be discussing... _____
14. I'd like to expand on this by saying... _____
15. Let me go back to an earlier point. _____

In the body, there are 3 main ways of talking about your points: introduce a new point, expand on a point, and go back to a point. Read the following phrases and decide if the speaker wants to introduce, expand, or go back.

1. I want to expand on this point. _____
2. Let me go back to an earlier point. _____
3. Let's move on to... _____
4. I would like to return to... _____
5. Let me tell you more about that. _____
6. Let's proceed to... _____
7. I'll change direction by saying... _____
8. Next, I'd like to point out... _____
9. In addition to this point... _____
10. Let's continue by considering... _____

14.3a. Activity: *As a class make a list of possible topics for presentations. Then, choose a topic to present to the class. As a class, create the guidelines for the presentations.*

1. Time limit? _____
2. PowerPoint? _____
3. Visual Aides? _____
4. Handouts? _____
5. Memorized or with note cards? _____

Tips for Effective Presentations

1. Allow plenty of time for preparation.
2. Structure your presentation into Introduction, Body, and Conclusion.
3. Make notes based on key words.
4. Rehearse your presentation several times.
5. Make clear visual aids that do not overload your audience.
6. Use clear language and use active verbs.
7. Explain the structure of your presentation in the introduction.
8. Signpost your presentation so the audience knows where you are. (first, next, finally)
9. Relax, and communicate with your audience.
10. Be aware of your body language.
11. Maintain interest by varying the speed, pitch, and tone of your voice.
12. Answer questions politely.

14.3b. Alternate Activity

For each presentation, have the students fill out peer evaluations (on the following page). This is a good way to get feedback from classmates and will help the students realize their strengths and weaknesses. The evaluations may remain anonymous if the students prefer.

Peer Evaluation Form

Presenter _____ **Topic** _____

Rate the presenter on a scale of 1 to 5, where 1 indicates a need for improvement and 5 indicates a job well done.

1. The presenter spoke clearly. _____
2. The presenter spoke at an appropriate volume. _____
3. The presenter spoke at a good pace, not too fast or slow. _____
4. The presenter appeared to be relaxed. _____
5. The presenter interacted with the audience. _____
6. The presenter had appropriate body language. _____
7. The presenter maintained eye contact with the audience. _____
8. The topic was interesting. _____
9. The presentation had clear organization. _____
10. The presentation was prepared well. _____
11. The details were relevant to the topic. _____
12. The presentation was easy to follow. _____
13. The language was clear and concise. _____
14. The presentation had few grammar mistakes. _____
15. The presenter answered questions politely. _____

Comments: _____
