

Day 30

Vocab Review

Fill in the blanks.

1. The plumbing in this building is in u_____t need of repair.
2. I r_____led my doctor's appointment for later in the week.
3. The government has i_____ed a program of economic reform.
4. Despite his cries, no one came to his a_____nce.
5. They are currently facing a long l____l battle in the US courts.

3 Presentations



Module 3.1 Preparing



LEAD-IN

- Look at Picture 1. What is it?
- Look at Picture 2. What is she doing?



Listening

Listen and fill in the blanks.

In professional, presenters others, products, important decisions, suggest some solutions to a, and so on. Preparing a presentation is a necessary In fact, it is said that about 95% of the success of a presentation is to preparation. It should begin with planning a good Experts suggest beginning with Post-it notes (or notes), each with one thought written on it. various ideas, facts, etc., onto these cards. The of this is that you can more easily see the big picture, helping you to arrange a point-by-point between Point A and Point B.

- What are five key areas in the preparation of presentations?

Reading/ Writing

➤ Complete the sentences with words from the box.

open / font/ feedback/ introduction/ accentuate/ purpose/ step-by-step / nervous/ consider/ benefit

1. Your audience

The audience is the most important consideration in preparing a presentation. If you fail to your audience's needs, you will fail to hold the audience's attention and your talk is a failure. Tailor your presentation to suit your audience and their levels of knowledge.

2. Your topic and objective(s)

Why are you making your presentation? What's the? Bear in mind what you want to achieve and what action you want your audience to take following your presentation. Once you have decided upon your objectives, you are in a much better position to make strategic decisions about the design of your presentation.

3. Presentation structure

Once you have thought about the design of your presentation, you can define your main points. Try presenting no more than three main points. Ask yourself: what are the main points you wish to make?; are these points structured in a logical way?; do these main points reflect your own objectives and take account of the needs of your audience?

There is an old axiom that says ... "Tell the audience what you are going to tell them, tell them, and then tell them what you told them." Your presentation should have an introduction, a body and a conclusion.

- Introduce yourself and the topic. An effective explains who you are, what your topic is and what you plan to cover during your presentation.
- Identify the topics for the body of your talk. The body of your presentation should be organized in a fashion that guides the audience from one point to the next.
- Close the presentation. Summarize the points you have covered, thank the audience for their attention, and the floor for questions and answers, if applicable.

It is difficult to take in a lot of information when listening. Remember that your audience will most from a very clear and logical structure. Don't overload the audience. Try to use simple language.

4. Presentation aids

To enhance your presentation, use handouts, slides, video clips, audio recordings or other tools. Visual and audio aids help to stimulate attention and appeal to people of diverse learning styles.

- Enhance your audience's experience by creating visuals that are easy to read. Avoid using a tiny or colors that are difficult to view.
- Limit excessive use of presentation tools. Use them only to specific points.

5. Practice

The presentation planning process involves repeated practice. Practice is important. The more familiar you are with your material, the more you will be able to inspire your audience's trust and confidence.

- Use a script. Practice your presentation by writing out your presentation on note cards.
- If possible, stand up in a room and deliver your presentation to the walls. Use a tape recorder or camcorder.
- Ask friends, family or colleagues to listen to your presentation. Request honest Most people feel about giving presentations. Feeling well-prepared and practiced will give you confidence in yourself and your material.

➤ What do you need to know about your audience?

➤ Look at the following situations.

A. An international research conference on social sciences in Paris

B. An internal meeting of teachers to discuss a new teaching method at your language school

Imagine you were expert at each field and had to give a brief presentation in the above situations. Discuss answers to the following questions:

a) What are the audience's expectations in terms of speaker's knowledge ?

b) Will your talk be formal or informal?

c) What is your policy on questions

d) How will you help the audience to remember what you tell them?

e) What is the audience's level of specialist knowledge?

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

A. to adjust something to suit a particular need

B. to improve

C. the surroundings

D. to put too many things in or on something

E. a written text

1. setting
2. script
3. tailor (v)
4. enhance
5. overload

Fill in the blanks.

1. The house has a beautiful s___ing overlooking the river.

2. Their services are t_____ed to clients' needs.

3. The county took steps to e_____e water quality.

4. Don't o_____d the washing machine, or it won't work properly.