

Day 31

Vocab Review

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.

3 Presentations



Module 3.2 Becoming an effective presenter



Reading/ Writing

Complete the sentences with words from the box.

impact/ slowly/ gestures/ listening/ involvement/ empty/ lack/ small/ smile/ confident /
hands/ audience/ deliver/ responds/ chest/ deeply

Making a presentation puts you on public display. An not only listens to your ideas but also to the way you use your voice and your body. You need more than a well written presentation to make an You will also need to it in a lively, enthusiastic and interesting way.

● Posture

It is important to appear at all times. You should stand straight but relaxed. Don't keep your arms on It makes you look defensive and reluctant. Those who stand with in pockets – in situations where there is an expectation for people to be enthusiastic and ready for action – demonstrate apathy and of interest for the situation.

- Smile

Say hello and when you greet the audience: your audience will look at you and smile back: an instinctive reaction.

- Contact

One of the key challenges faced by the presenter is to establish links with his/her audience (a poor presenter appears to be speaking to an room). Making contact helps to maintain an audience's interest. You can make contact with your audience in a number of ways.

- Eye contact: Making eye contact with individuals of your audience gives them a sense of in your presentation and helps to convey your objectives on a personal level. Make sure that you share eye contact with all members of a audience and all areas of a large audience.
- Gesture: People use their arms and hands in everyday conversation to add emphasis or to help describe events. Use to add emphasis to your main points.
- Verbal contact: At the beginning of your talk, ask if they can see and hear you, or check if lighting and sound levels on audio-visual equipment are satisfactory. During your presentation, ask rhetorical questions such as "Why should we introduce a new teaching method? Why bother? Well, I'm here today to tell you why." The use of questions is an important tool. Questions involve your audience's mind in a more stimulating way than simply sitting there and to your talk.
- Language: In order to develop and sustain a relationship with your audience, try using 'we', 'our', and 'us', which highlight common interest. For example, "What can we learn from this?" or "This slide shows us that . . .".

Voice

Your voice is a powerful tool.

- Volume: Make sure that your voice is loud enough for your audience to hear clearly. Speaking too loudly or too quietly can make it difficult for your audience to follow your presentation.
- Pace: Make sure that the speed of your delivery is easy to follow. You should speak about 20% more than normal.

- Breathing

If you are anxious about making a presentation, your breathing will become fast and shallow. This will affect the quality of your voice and your ability to speak clearly for extended periods of time. So, remember to breathe steadily and

 **Module 3.3 Introduction**

 **Reading**

The introduction to your presentation is crucial. It is your first point of contact with your audience; you can either capture or lose your audience's interest in a matter of seconds. Try using the following structure:

In the opening lines, after welcoming the audience, introduce yourself. Then briefly explain the purpose of your talk and provide an overview.

Language Checklist: The introduction to a presentation

Greet your audience	Good morning, ladies and gentlemen. First of all, thank you very much for coming here today.	Hi, everyone. It's good to see you all here today.
Introduce yourself	My name's (your name) and I'm (your job title, e.g. the Marketing Manager/ a financial analyst) for (your organization).	As you know, my name is (your name) from Sales/ IT here at (your organization).
State your topic	The subject of my presentation today is . . .	Today I'm going to talk about . . .
Explain why your topic is important	My topic is of particular interest to those of you who . . .	This is important for you who . . .
Outline the structure	I've divided my talk into (three) parts. In the first part Then in the second part In the final part	My talk will be in (three) parts. First Second Finally
Length	My presentation will take about 30 minutes.	
Handouts	I'll be handing out copies of the salient features of my presentation at the end of my talk.	
Policy on questions	If you have any questions, please feel free to interrupt me at any time.. (Or after my talk there'll be time for any questions.)	

 **Listening**

Listen and fill in the blanks.

Good afternoon, ladies and gentlemen. First of all, thank you very much for here today. My name's Jack James and I'm Finance Director AZ International. I'm here today to talk to you about the future for our company. My talk is particularly to you, our, because I'm sure you'll agree that AZ is growing from to Let me take you through what we'll be discussing today. (pause) I'll start by reporting last year's financial results. Then I'll talk about our recent in the past Finally, we'll look at our and the company's plans for the future. (pause) My presentation will about forty minutes. Please free to me if you have any questions, or if there's anything you don't follow.

➤ Practice/ Homework

Prepare a two minute introduction to a short talk on your company/ school and practice at home. Try both formal and informal versions. Refer to the Language Checklist above.

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

DEFINITIONS

- A. not willing to do something and therefore slow to do it
- B. to maintain; continue
- C. not deep
- D. causing enthusiasm and interest
- E. lack of interest

- 1. shallow
- 2. apathy
- 3. reluctant
- 4. sustain
- 5. stimulating

Fill in the blanks.

1. Universities have been asked to make their courses more attractive and s_____ting.
2. The stream was quite s_____w so we were able to walk across it.
3. Many parents feel r_____ant to talk openly with their children.
4. There is a growing sense of a_____y among teens.
5. The team may not be able to s_____n this level of performance.