

## Day 30

## Vocab Review

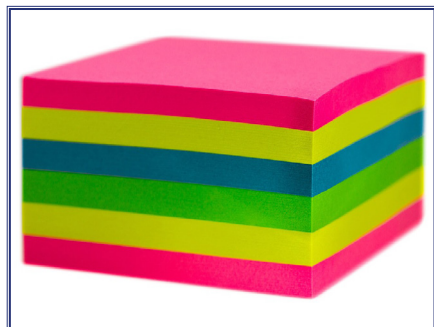
Fill in the blanks.

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)

When you are making a presentation, you should ask yourself "What is the ..... of your presentation?" "What is your topic?" "What do you want to achieve?" Then based on these aims, you can design your presentation effectively.

### 3. Presentation structure

Do you know an old saying that says "Tell the audience what you are going to tell them, tell them, and then tell them what you told them." First, you should start with an effective ..... You tell your audience who you are, what your topic is and how you are going to proceed. Then the body which should be organized in a ..... way for the audience to follow logically. And finally, close the presentation by summarizing, and thank the audience, and ..... the floor for questions, if planned. Try to use simple language. Your audience will ..... from a well-organized presentation.

### 4. Presentation aids

Use visual and/or audio aids to attract your audience's attention. Try not to use a tiny ..... Don't use presentation aids too much. Only when you need to ..... important items, use them.

Most people feel ..... about giving presentations. Feeling well-prepared and practiced will give you confidence in yourself and your material.

### 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.