

## 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

When you make a presentation, your ..... learn what you are saying as well as ..... to your body language. Try to make an ..... and ..... your presentation enthusiastically.

- You should stand straight. You need to appear ..... Don't keep your arms on ....., which makes you look defensive. Don't stand with your ..... in pockets, which shows ..... of interest.
- The most important thing you should do first of all is to ....., which is the best non-verbal ice breaker. Remember that smiling makes you look confident and relaxed, which is a quality required for a good presenter.

- Don't make yourself look like to be speaking to an ..... room. Try to make contact with your audience.
  - Give your audience a sense of ..... by making eye contact. Remember to share eye contact with all members of a ..... audience and all areas of a large audience.
  - You should use ..... to emphasize your important points.
  - Instead of using assertive sentences all the time, try to use some questions. It will wake your audience up and start ..... to your talk.
- Your voice should be loud enough so that your audience can hear you clearly. Also you should speak about 20% more ..... than normal so that your audience can follow your presentation.
- Breath ....., which will help you feel less anxious.

 **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.<br>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.<br>In the first part<br>Then in the second part<br>In the final part                       | My talk will be in (three) parts.<br>First<br>Second<br>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..<br>(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.

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