

GBS Day30

Fill in the blanks.

Answer Key: 1. urgent 2. rescheduled 3. initiated 4. assistance 5. legal

LEAD-IN

- Look at Picture 1. What is it?
- Look at Picture 2. What is she doing?
- ◎ Ask S the above questions.

Answer key: Picture 1. A small pad of Post-it notes. Picture 2. She's sticking some Post-it notes to the board.

Listening

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

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

Answer key:

audience objectives structure presentation aids practice

Reading/ Writing

1. Your audience
Answer key: consider
2. Your topic and objective(s)
Answer key: purpose
3. Presentation structure
Answer key: introduction/ step-by-step/ open/ benefit
4. Presentation aids
Answer key: font/ accentuate/ nervous
5. Practice
Answer key: feedback/ nervous

- 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:

- ◎ **Answer key:**

- A. a) High expectations in terms of speaker's knowledge.
b) Very formal.
c) Questions follow.
d) Use of visual supports, plus later publication of Conference Proceedings.
e) High level of specialist knowledge.

- B. a) Reasonably high expectations in terms of speaker's knowledge.
b) Informal.
c) Interruptions encouraged.
d) Probably illustrations, possibly handouts.
e) The audience will probably have good background knowledge but have come to learn about a new system.

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

Answer Key:

A- 3; B- 4; C-1; D-5; E-2

Fill in the blanks.

Answer Key: 1. setting 2. tailored 3. enhance 4. overload