

GBS Day31

Fill in the blanks.

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

When you make a presentation, your (audience) learns what you are saying as well as (responds) to your body language. Try to make an (impact) and (deliver) your presentation enthusiastically.

- You should stand straight. You need to appear (confident). Don't keep your arms on (chest), which makes you look defensive. Don't stand with your (hands) in pockets, which shows (lack) of interest.
- The most important thing you should do first of all is to (smile), 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 (empty) room. Try to make contact with your audience.
 - Give your audience a sense of (involvement) by making eye contact. Remember to share eye contact with all members of a (small) audience and all areas of a large audience.
 - You should use (gestures) 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 (listening) to your talk.
- Your voice should be loud enough so that your audience can hear you clearly. Also you should speak about 20% more (slowly) than normal so that your audience can follow your presentation.
- Breathe (deeply), which will help you feel less anxious.

Listening

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

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