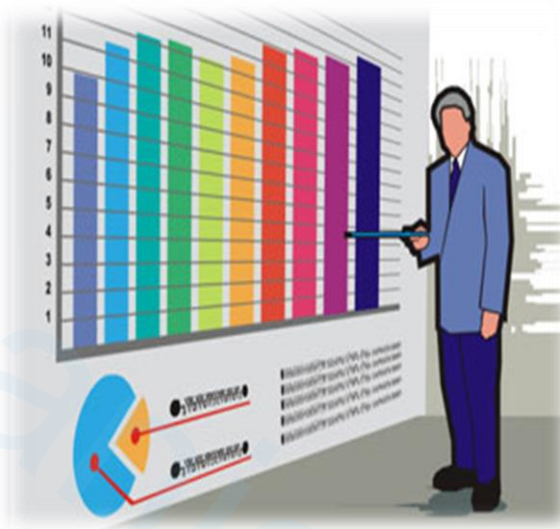


Course: Business English

Level 2

Day №27

UNIT 14: PRESENTING INFORMATION



- How often do you report to your boss? What about?
- Do you prepare progress report at work?
- What information do you include in the report?

A. Listen to Adil Najam presenting a progress a report on building a new company website. There are four stages to the project. Match the four stages to Adil's first slide.

1. Deciding on a website designer
2. Building the site
3. Reorganizing the customer services department.
4. Planning the website.

B. Listen again. Put these things into the table below:

1. Plan the website
2. Train the customer services staff to use the new software
3. Talk to several Web design companies
4. Choose one design company
5. Build the website.
6. Buy new software for the customer services department
7. Reorganize and refrain the customer services department

Interactive Website Project

Overview of project status

stage 1

stage 2

stage 3

stage 4

Finished	In progress	Not done yet

Language Focus

Adil talked about things which have happened, things which are still happening and things which haven't happened yet.

With a partner, complete the phrases using the verbs given and *already*, *still* or *yet*.

Already happened

Example: Several of you here today _____ (*give*) us ideas.

Several of you here today have already given us ideas.

1 We _____ (*choose*) i2i media to make the website.

2 Several key personnel _____ (*take*) training courses.

We _____ (*buy*) new software to help with the day-to-day running of the department.

Useful language

Reporting progress

We have already appointed a new manager.
(*This has now happened.*)

We are still looking for a new manager.
(*The process is continuing.*)

We haven't yet appointed a new manager.
We haven't appointed a new manager yet.
(*This hasn't happened up to now.*)

Language Focus

Still happening

We _____ (*plan*) a new interactive website.

We are still planning a new interactive website.

4 We _____ (*look*) for more input

5. They _____ (*work*) on a website plan that will meet our requirements.

Has not happened yet

Example :

We _____ (*put*) the website online

We haven't yet put the website online.

6 We _____ (*install*) it.

7 They _____ (*start*) on stage 4, building the site.

Useful language

Reporting progress

We have already appointed a new manager.

(This has now happened.)

We are still looking for a new manager.

(The process is continuing.)

We haven't yet appointed a new manager.

We haven't appointed a new manager yet.

(This hasn't happened up to now.)



Work in pairs. Talk about a project in progress. Choose something from your company, college, or English course.

Make notes, breaking the project into stages.

Tell each other about has already happened, what is still happening, and what hasn't happened yet.

Unit 14: Giving presentation



**How do you feel about giving presentations in your language?
In English?**

What kind of things make presentations difficult or frightening?

What can you do to make a presentation easier for yourself?





The secrets of good presentations

According to a recent survey in the US, people are more afraid of giving a presentation than of dying. When you make a presentation, the pressure is intense: if you present well, both you and your company look good. (a)³..... However, if you follow these nine guidelines, you will feel confident and secure when facing your audience, whoever and wherever they are.

- 1. Be clear about your goals:** Why are you presenting? To provide new and useful information, or to persuade? You need to know who is in the audience, where they are from and what their attitude is towards your objective or product.
- 2. Prepare adequately:** Collect the material and data for your presentation and then organize it so there is a logical progression of ideas. Find stories, examples, and case studies, as well as facts and figures, to support your points. ©..... Find ways to involve the audience and keep them interested. Start with an attention grabber and end it with something the audience will remember.
- 3. Use notes:** Make a written outline of your presentation in note form (not full sentences), using big , blear writing. Highlight the essential information, and use “ signposts”, e.g., There are three reasons for this. First ... , to make it easier to follow. Use note cards, otherwise you have to look down too much, and you will lose your audience’s attention.
- 4. Practice:** Practice at least three times, out loud. Of course you sound great in your head, but how do you sound to others? If you can practice in front of someone, his or her comments will help you to improve your presentation. If not, record yourself and listen, (e) if you will be delivering your speech standing up, then practice standing up. Try to imagine yourself making a presentation to an audience.

The secrets of a good presentation

5. **Arrive early:** Make sure that the room is set up correctly and the microphone and any other equipment (especially computers) are working. Make sure there are extra bulbs for the projector, if you use one. If possible, greet your audience as they arrive.(f) Relax by doing breathing and stretching exercises.
6. **Prepare adequately:** Collect the material and data for your presentation and then organize it so there is a logical progression of ideas. Find stories, examples, and case studies, as well as facts and figures, to support your points. ©..... Find ways to involve the audience and keep them interested. Start with an attention grabber and end it with something the audience will remember.
7. **Sound right:** Speak clearly and carefully. (h) Emphasize key words for effect, but also use pauses to give the audience time to understand important points. Use descriptive, simple language in short sentences. Avoid “buzz words” and jargons.

The secrets of a good presentation

8. **Use visual aids where useful:** (i) Flip charts, overhead projectors, video, and computers can be all used to make the presentation more memorable. Keep visuals simple and easy to read. Where are you are talking about a visual aid, don't turn your back to the audience. Make sure that everyone has an unobstructed view of the visual, and leave the lights on whenever possible.
9. **Don't be afraid of questions:** ... Answer them as briefly and concisely as you can. Rephrase the question before answering it to make sure you understand it, and so everybody knows what you're answering if you don't know the answer, say so. Don't try to make one up.

Finally, remember that, in general, the audience wants you to succeed – nobody likes to sit through a bad presentation!

***Thank you for
today!***

***I'm looking forward to
seeing you again!***