

Course: Business English

Level 3

Day №27

Have you made a presentation before?



Yes

What was it about?

No

Do think it's hard to make a presentation?

Unit 14: Day 1
Planning a presentation



Listen to a training manager talk about presentation skills.



Ok, let's go through this list of items about making presentations. First of all, you must get the audience's attention. If they are not paying attention from the beginning, your time may be cut short while you wait for them to stop talking or they may miss what you have to say. Speak loudly and clearly to make sure that everyone in the room is aware that you are ready to begin. The next point is to create rapport. Once you have their attention, you need to establish the theme of the talk. Let the audience be aware of what your objective is. Get them thinking about your theme instead of what they were thinking about when they sat down. You are now ready to present structure for your talk. Go through it step by step. This way, the audience will know where you are in your talk and will be able to follow you without worrying that the talk may be endless. My final advice is to leave a lasting impression. Plan the end carefully and let the audience walk away with that memory. That's what they will remember from your talk.

Match the steps to each of these statements.

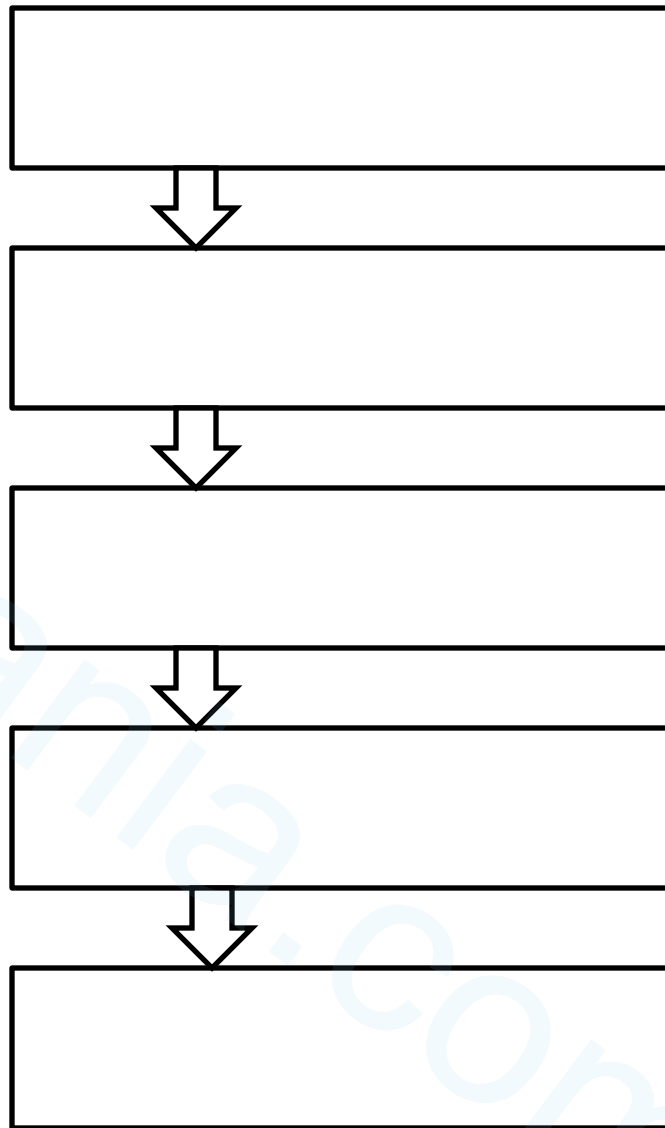
- create rapport
- present a structure
- plan the ending
- get their attention
- establish a theme

1. You need to start the audience thinking about the subject matter of your presentation. This can be done by a statement of your main objective. _____
2. The final impression you make on the audience is the one they will remember.

3. You should plan how you wish to appear to the audience (as a friend, expert, etc.) and use the beginning to establish that relationship. _____
4. From the beginning, make sure they listen. _____
5. If you explain briefly at the beginning of a talk how it is to proceed, then the audience will know what to expect. _____

Plan your presentation. What should you do first?

- create rapport
- present a structure
- plan the ending
- get their attention
- establish a theme



What things have you observed about presentations at your workplace?



Unit 14: Day 2

Presentations : Dos and Don'ts





Do's

Research

Prepare

Stick to the rules

Channel confidence

Don'ts

Be late

Get flustered

Overdo the graphics

Overload the audience



Make a list of things that can get the audience's attention.

Make a list of things that can distract an audience.



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***Thank you for
today!***

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