Presentations

Warm up

How often do you have to make and deliver a presentation? Do you enjoy it?

Do you think it is the same to present in your own language and in a foreign language?

Video

Watch the video about 'Five Big Presentation Mistakes' and note down the 5 common mistakes people tend to make:

1.	 	
4.		
5.		

(Adapted from https://www.youtube.com/watch?v=aZCF-3kW1g4)

Speaking A

Can you think of any other presentation mistakes they you've seen people make? Do you know what presentation mistake you tend to make?

Speaking B

You will be working in two groups: the Starts and the Ends ©

The Starts

Follow this link and watch the video on how to begin a presentation. As a group, write down some notes that would help you to re-tell the content of the video.

https://www.youtube.com/watch?v=LrjlW00kkws (How to start a presentation from Expert Academy)

The Ends

Follow this link and watch the video on how to begin a presentation. As a group, write down some notes that would help you to re-tell the content of the video.

https://www.youtube.com/watch?v=fBO0riisOzU (How to end a presentation from Communication Coach AL)

Here you find an overview of presentations, plus a few tips to consider when giving a presentation.

Introduction

An introduction is like a roadmap that tells your audience the direction your presentation will take.

- State your topic and tell the audience what your presentation will cover.
- · Outline the main points.

A good introduction will capture an audience's attention.

- Start your talk by greeting the audience and introducing yourself (even if they already know you).
- · State your purpose. For example:
 - · 'I'm going to talk about...'
 - 'Today I'd like to discuss...'
- Provide any necessary background or definition of terms.



Body

The body of your presentation is where you develop the main points and present examples and evidence.

The information in the body needs to be well-structured. Decide on an organising principle. It could be by chronological order, theme or order of importance.

Make sure you provide clear links between main points, explanations and examples.

Use visual aids to engage the interest of your audience and 'show' instead of just 'tell'.

Emphasise important information. Tell your audience when information is particularly important or interesting. Tell them why.

- Use verbal 'signposts' to guide your audience through the presentation, highlight key points and indicate the different sections of your presentation.
 - · 'Another point is...'
 - · 'A contrary view to consider is'
 - · 'In conclusion'
- Move from one point to the next by using phrases (such as 'Firstly ... secondly' ... 'finally').
- · Introduce supporting evidence
 - · 'For example ...'
 - · '[Author name] states that ...'



Conclusion

The conclusion is usually a summary of the main points made in the body of the talk.

- · Restate the main points.
- · Re-answer the question.

Don't introduce any new information in the conclusion. Take the opportunity to show that you have covered all the points you made in your introduction.

- Work out how you will finish your talk.
 You can signal your conclusion with the phrase 'In conclusion ...'
- Thank the audience, and invite questions:
- Restate the purpose of your talk, and say that you have achieved your aim:
 - · 'I think it's now clear that ...'

Source: https://student.unsw.edu.au/planning-and-structure

The Learning Centre of the University of New South Wales (Sidney) provides many useful tips for academic skills in English.