

Presentations

- Do you ever have to give presentations for your job?
- When was the last time you gave a presentation? How did it go?
- How does the idea of giving a presentation in English make you feel?
- Do you know anyone who is a particularly good speaker? What makes a good speaker?



1. Below are several “do’s and don’ts” for giving a presentation. Which are good ideas, and which are bad ideas?

come prepared	time your speech beforehand	read directly from your notes
avoid questions	use fancy slideshows with lots of graphics	talk in a monotone voice
be aware of your body language	outline the structure of your presentation at the beginning	



2. Kevin is making a presentation to 3 of his bosses about his team’s sales figures from last year and this year. Listen to his presentation and answer the questions.

a) Why does Kevin think his team didn’t reach the sales target last year?

He thinks the targets were unrealistic

b) How much have sales dropped by this year?

20%

c) What reason does Kevin give for the drop in sales?

The economy, or people don’t need coffee machines

d) What does Kevin’s company sell?

Coffee machines

e) What do you think of Kevin’s presentation? What mistakes did he make?

f) If you were talking to Kevin after his speech, what advice would you give him on how to improve his presentation skills?



3. Put the presentations expressions in the box in the correct category below

Today I'm going to talk to you about	let me elaborate	I'd like to point out
to sum up	as I was saying	that being said
the figures clearly show that	I'd like to begin by	last but not least
What can we learn from all of this?	So let's have a look at	if I could draw your attention to the
		Just to recap

1. Introducing a talk

Thank you for coming, I'll start off by saying / *Today I'm going to talk to you about/ I'd like to begin by*

2. Drawing the audience's attention to a specific point

As you can see / *I'd like to point out / if I could draw your attention to the / So let's have a look at*

3. Making a point based on statistics or graphs

We can see the message here is / This tells us that / *the figures clearly show that*

4. Going into more detail

Let me explain / *let me elaborate*

5. Showing the other side of an argument.

On the other hand / Then again / *that being said*

6. Rhetorical questions

What can we do about this? / *What can we learn from all of this?*

7. Continuing after an interruption or break

Let's continue / Ok so before the break I was talking about / *as I was saying*

8. Making the last point: And finally we have/ *last but not least*

9. Summarising

Ok, so the main points from today have been/ *to sum up*
/ *Just to recap*



4. You are going to watch a video called "How to Sound smart in your TEDx talk."¹ The words in the box are used in the video. Complete the sentences below with the words.

irrelevant	consider	scientist	staggering
exceeds	phony	gibberish	roller coaster

- a) Here are some statistics we should *consider* before making a choice.
- b) The movie was a real *roller coaster*, but it ended on a happy note.
- c) The number of motorbikes in Vietnam far *exceeds* the number of motorbikes in New Zealand.
- d) My son wants to become a *scientist*, he loves chemistry.
- e) The death toll from the earthquake is *staggering*, the world is shocked.
- f) He wrote me a letter, but it makes absolutely no sense. It's complete *gibberish*
- g) He told people he was a millionaire, but he actually works at a supermarket. He's a total *phony*
- h) The number of people coming to our website is *irrelevant* if we can't get them to actually buy something!



5. Watch the presentation and put the presentation strategies he uses in the order he uses them.

- Using thought-provoking images in a slideshow *4*
- Building to a conclusion, increasing intensity *6*
- Slow the speech down to make a deeper point *5*
- Telling a personal or embarrassing anecdote to endear himself to the audience *2*
- Using numbers and charts to back up his claims *3*
- Asking the audience a question *1*

¹ https://www.youtube.com/watch?v=8S0FDjFBj8o&ab_channel=TEDxTalks



6. You are going to make your own presentation to the class. Below are 4 main types of presentation. Choose one of these, think of a subject, and make a short presentation to your class.

Providing information: This can be anything from giving updates on a project to explaining sales figures to explaining a medical procedure. The objective here is to explain, not convince.

Suggested structure: Introduction. Explanation of topic. Introduce specific figures. Explanation of figures. Conclusion. Ask for questions.

Making or presenting a decision: This type of presentation is all about weighing the pros and the cons. If your organisation has to decide whether or not to accept a big deal, change something internally, or redesign a product, this is the style of presentation that would be used.

Suggested structure: Introduction, explanation of the choice. Present which choice you believe is best. Present arguments for your case. Present arguments against your case. Explain why you think the arguments in favour are stronger. Conclusion. Encourage discussion and questions.

Selling a product or service: For this presentation, you could take a popular website or product (eg. facebook or touch screen phones), pretend it hasn't been invented yet, and make a sales pitch for it.

Suggested structure: Introduction of the problem the product aims to solve. Introduction of product. Explanation of product. In depth explanation of product. Call to action. Ask for questions.

Teaching a skill: This could be anything from a workshop on business negotiations to an explanation of a new IT system at work.

Suggested structure: Introduction of the subject or skill. Brief overview of how it is used. Step by step explanation. Ask for questions. Explanation of why the skill is useful. Ask for questions again. Conclusion.

Presentation Script

Just give me a second, I'm having a little trouble with the projector.... Ok, I think it's working now. Hi guys, so I guess today I'm supposed to talk to you about our sales figures from last year and this year. So last year we did quite well. I mean, I know some of you don't agree....but yeah. You can see the sales last year almost reached our goals, and to be honest I think those goals were a little unrealistic. Ok now we're going to talk about this year....BEEP OH NO, Im really sorry but my laptop seems to be out of batteries, and I forgot the charger. Ok no more powerpoint, but it's fine I'll just tell you the figures. So as I was saying this year hasn't been so good. Our sales have dropped by about 20% compared to last year, and there could be a lot of possible reasons for this, to be honest we're not really sure what happened. Maybe it's just the economy? Or maybe people just don't need coffee machines anymore? Anyway, unfortunately the news isn't really good. We've really been trying as hard as we can, but we're just getting less and less buyers....so, that's pretty much it. Can we take a break now? I could really do with a coffee.