

4 | An introduction to presenting

Starting point

- 1 What kinds of presentations do you have to give as part of your job?
- 2 What advice would you give to a colleague preparing for their first presentation?

Video comprehension

- 3 **VIDEO** Watch the video. Who does the following when they prepare for a presentation?
 - 1 Think about the audience they will be presenting to?
 - 2 Think about the content and how to structure it?
 - 3 Practise for every presentation they give?
 - 4 Time themselves when they rehearse?
 - 5 Get familiar with the space?
- 4 **VIDEO** Watch the video again. Tick (✓) the advice below that matches Andrew Mallett's advice.
 - 1 You should think about what the audience needs to hear.
 - 2 You should have no more than three key points in the presentation.
 - 3 You shouldn't worry about who your audience is.
 - 4 You shouldn't rehearse too much, but practice is important.
 - 5 You should try and practice your presentation in different ways.
 - 6 You should try and speak perfectly.
 - 7 You should arrange the room as you want it.
 - 8 You should check all the equipment before you start.
 - 9 You shouldn't worry about nerves, they are good for you.
 - 10 You should manage your nerves by playing calm music.

» For more exercises on this video, go to the DVD-ROM.

Speaking

- 5 You are going to give a two-minute presentation. Think of something you are happy to present, e.g. a hobby, a film, anything you like. Look back at exercises 3 and 4 and the advice given. Make a plan of your key points and the order you want to talk about them. Remember to think about the audience and the message you want to give.
- 6 Work with a partner. Compare your plans and help each other by giving advice about how to structure your presentations. When you are ready, rehearse your presentation with your partner.
- 7 Take it in turns to give your presentations to the class. As you listen to your colleagues make notes on how well they followed the advice. Decide together who gave the best presentation.

Glossary

Spontaneous (adj): done naturally, without being forced or practised