

audience

memo

Dear Team,

As you know, you are all making presentations for potential new investors next week. Please take the time to review the following guidelines – we need these presentations to be organized, accurate and professional.

- Start by **introducing** yourself and your subject. **Outline** the different sections of your presentation.
- When you finish a **section**, **summarize** it. Make it clear that you are **moving on to** a new section.
- Use **diagrams** where possible. You can show these on **handouts** or on **slides**. Refer to them in the presentation using phrases such as “As you can see in the diagram...”
- At the end, tell the **audience** you’re finished and invite them to ask questions.
- Don’t read your presentation from your **notes**. You need to maintain **eye contact** with the audience.
- **Prepare** and practice with your co-workers! Make helpful suggestions to each other before the big day.

Good luck!

Janice

Get ready!

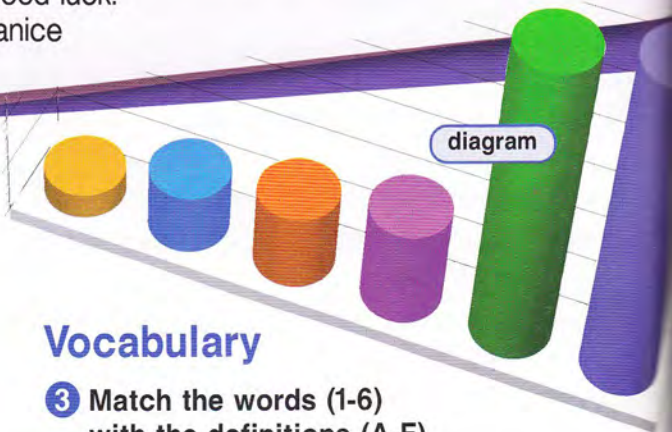
1 Before you read the passage, talk about these questions.

- 1 What do you think is the most difficult part of giving a presentation?
- 2 What makes a presentation great? What makes a presentation bad?

Reading

2 Listen and read the memo about an upcoming presentation. Then, mark the following statements as true (T) or false (F). How should someone make a presentation?

- 1 ___ The presentations will update current investors about profits.
- 2 ___ The manager directs the team to provide several summaries.
- 3 ___ Presenters should refer to notes often to guarantee accurate information.



diagram

Vocabulary

3 Match the words (1-6) with the definitions (A-F).

- | | |
|-------------------|-----------------|
| 1 ___ introduce | 4 ___ summarize |
| 2 ___ outline | 5 ___ move on |
| 3 ___ eye contact | 6 ___ prepare |

- A to change to a different topic
 B to repeat the most important points or facts
 C to get ready
 D to tell someone a person's name when they meet
 E to give the main ideas without all the details
 F the act of looking someone else in the eyes

4 Choose the correct word pairs to fill in the blanks.

- 1 Make your ____ more attractive by including ____ .
A slides - notes B handouts - diagrams
C notes - sections
- 2 Presenters should look at their ____, not the ____ .
A audience - notes B slides - notes
C handouts - diagrams
- 3 Each ____ needs to be presented on a different ____ .
A diagram - audience B handout - section
C section - slide

Listening

5 Listen to a conversation between two co-workers. Check (✓) the parts of the man's presentation that need improvement.

- 1 the introduction 4 the diagrams
2 eye contact 5 the outline
3 moving between sections

6 Listen again and complete the conversation.

- Employee 2:** It was good. I liked how you 1 _____.
And you 2 _____ the different sections of the presentation well.
- Employee 1:** Thanks. Any other strengths?
- Employee 2:** You maintained 3 _____. That's very important. But it was difficult to know when you 4 _____.
- Employee 1:** What do you mean?
- Employee 2:** Well, you never stopped and summarized. For instance, one minute you were talking about first quarter profits, and the next you were onto reducing costs.
- Employee 1:** I see. So just stop and go over things once in a while?
- Employee 2:** Exactly. Also, the 5 _____ are a little confusing.
- Employee 1:** Really? How so?
- Employee 2:** There's just so much information. Maybe you could 6 _____ them.

Speaking

7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

What did you think of my presentation?

I liked how you ...

Maybe you could ...

Student A: You are helping a co-worker prepare for a presentation. Talk to Student B about his or her:

- strengths
- parts to improve

Make up something the presenter didn't summarise.

Student B: You are preparing for a presentation. Talk to Student A about it.

Writing

8 You are preparing for a presentation. Use the conversation from Task 7 to write notes on your presentation (100-120 words). Make sure to answer the following questions:

- What you do well
- What you need to improve
