



Preparing presentations

Before watching

1 Match the words and phrases connected to presentations (1–8) to the examples and definitions (a–h).

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|-------------|--|
| 1 animation | a type of letters – A, A , A ... |
| 2 equipment | b a page in a presentation |
| 3 font | c something that moves |
| 4 font size | d how big or <small>small</small> letters are |
| 5 key words | e photo, drawing, etc. |
| 6 slide | f important words |
| 7 talk | g another word for presentation |
| 8 visual | h computer, projector, etc. |

While watching

2a 51 Watch Reece's presentation. Give the things below a score from 5 (very good) to 1 (bad).



Reece

Topic (What it's about)	1 / 2 / 3 / 4 / 5
Preparation (Is he ready?)	1 / 2 / 3 / 4 / 5
Delivery (How he talks)	1 / 2 / 3 / 4 / 5

2b 51 Read the advice for a good presentation. Then watch again. Tick [✓] the things Reece does.

- 1 Practise using the equipment before you talk.
- 2 Practise your presentation before you give it.
- 3 Speak clearly.
- 4 Don't read from a piece of paper.
- 5 Don't read from your slides.
- 6 Look at people (the audience).
- 7 Don't stand in front of your slides.

VIDEO SKILLS: Understanding difficult speech

If a speaker is difficult to understand:

- 1) Look at the speaker's hands. Do they help to explain what the speaker is saying?
- 2) Look for visual help. Can you see or read what the speaker is saying?
- 3) Relax! If you can't understand something, forget it. Listen for the next information.

3a 51 VIDEO SKILLS Read the video skills box. Then watch again. Complete what Reece says.

- 1 Futuroscope is a big technology in France.
- 2 of people visit it every year.
- 3 You can go on a voyage in, learn about life in a, watch laser, learn about
- 4 There are computer games and attractions.
- 5 It's about hours from Paris.

3b How did you feel when you were watching Reece's presentation? Why?

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After watching

4a Imagine you are a friend of Reece. He wants some constructive feedback on his presentation. Think of one positive thing to tell him, and think of two or three pieces of advice to make his presentations better in future.

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4b SKILLS 4 LIFE Prepare to give a two-minute talk. Then present or film it. Follow these steps.

- 1 Think about a topic you are interested in and know about. It could be a hobby, a film, a game, a person, an event ... anything you want. Now prepare a two-minute talk. Write down what you're going to say (your script), and then time it. Speak slowly when you do this. If it's too long, cut things.
- 2 Practise the talk, then try and give the talk in front of a mirror without looking at your script. If that's not possible, write key words on a maximum of five small cards to help you remember. Finally, give your talk to a friend or family member, or film it.
- 3 Talk to your friend or family member, or watch the video of your talk. Was it clear? Did you look at the camera most of the time? If not, practise again.

REFLECT ON IT



Why do you think presentations are important at work? Why not just send an email or a report, or talk on the phone?