

Unit 4.

Oral presentations



Lets start with a video...



Go to Canvas and download the questions about the video

Lets start with a video...



1. What are the **three main strategies** mentioned for improving clarity in presentations?
2. Why is it important to use **simple language** during a presentation?
3. Describe the significance of **practicing** a presentation with someone unfamiliar with the topic.
4. How can the audience's engagement be **captured** in the middle of a presentation?
5. Can you think of **more tips** to make sure a presentation is clear?



Fill in the gaps

move - see - show - start - sum - tell - turn

Hello everyone! Today I'm going to _____ you about our marketplace app's new voice search feature. Let's _____ with the most important thing: how it works. Instead of typing, you just say what you're looking for – as easy as that. Let me _____ you an example of the voice search. I say: 'Find running shoes in my size.' As you can _____ on the screen, it shows you hundreds of running shoes to choose from!

Now I'd like to _____ to some numbers. Typing and then filtering the search results can usually take you about a minute. In contrast, with the voice search, it's no more than five seconds.

Let's _____ on to how this can affect our customers' behaviour. This quarter, we expect that the number of people who buy something from us will grow by five to ten per cent. That might mean a little salary increase, ha ha. I'll _____ up by saying that this feature is about simplicity. It will make the searches faster, the customers happier, and the number of buyers greater.

Do you have any questions?

Fill in the gaps

move - see - show - start - sum - tell - turn

Hello everyone! Today I'm going to **tell** you about our marketplace app's new voice search feature. Let's **start** with the most important thing: how it works. Instead of typing, you just say what you're looking for – as easy as that. Let me **show** you an example of the voice search. I say: 'Find running shoes in my size.' As you can **see** on the screen, it shows you hundreds of running shoes to choose from!

Now I'd like to **turn** to some numbers. Typing and then filtering the search results can usually take you about a minute. In contrast, with the voice search, it's no more than five seconds.

Let's **move** on to how this can affect our customers' behaviour. This quarter, we expect that the number of people who buy something from us will grow by five to ten per cent. That might mean a little salary increase, ha ha. I'll **sum** up by saying that this feature is about simplicity. It will make the searches faster, the customers happier, and the number of buyers greater.

Do you have any questions?

Look at the text again and **find expressions** that could fit in these boxes:

| Beginning a presentation | Explaining, giving examples... | Moving to another topic | Finishing a presentation |
|--------------------------|--------------------------------|-------------------------|--------------------------|
| ... | ... | ... | ... |
| ... | ... | ... | ... |

Look at the text again and **find expressions** that could fit in these boxes:

| Beginning a presentation | Explaining, giving examples... | Moving to another topic | Finishing a presentation |
|--------------------------------|----------------------------------|-------------------------|-------------------------------|
| I'm going to tell you about... | Let me show you an example of... | I'd like to turn to... | I'll sum up by saying that... |
| Let me start with... | As you can see... | Let's move on to... | |

Look at the words related to presentation and match them to their meanings.

- | | |
|--------------|---|
| a) deviate | 1) description of something without details |
| b) recap | 2) the act of repeating the main points |
| c) takeaway | 3) start talking about something irrelevant to the topic |
| d) scope | 4) the range of the topic covered in the presentation |
| e) breakdown | 5) the main idea of the presentation |
| f) outline | 6) a division of information into parts so that you can see all details |

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deviate: desviar (el tema) ; **recap:** recapitular ; **takeaway:** idea principal ; **scope:** alcance ; **breakdown:** desglosar, descomponer (la información) ; **outline:** esquema

Complete the phrases with one word. Sometimes two options are possible.

by - to - in - through - off - over - on

- _____ a nutshell, this idea is worth a shot.
- Let me start _____ saying just a few words about my own background.
- Let me expand _____ this point.
- Well, this brings me _____ the end of my presentation.
- Let me just run _____/_____ the main takeaway again.
- Let's kick _____ by discussing the influence of this trend.

Complete the phrases with one word. Sometimes two options are possible.

by - to - in - through - off - over - on

- **In a nutshell...**: en resumen, en pocas palabras...
- **Let me start by saying...**: permíteme empezar diciendo...
- **Let me expand on this point:** permíteme ampliar este punto.
- **Well, this brings me to the end of my presentation:** esto me lleva al final de mi presentación
- **Let me just run over/through the main takeaway again:** permíteme que vuelva a repasar lo más importante...
- **Let's kick off by...**: empecemos por...

Linkers of contrast

but

- Used to connect contrasting ideas
- Can't use "but" at the beginning of a sentence
- She always wants to be successful **but** she is so lazy.
- I'm not sure what you are planning to do **but** I will always support you.

however

- More formal than "but"
- You can use however at the beginning of a sentence, and followed by a coma (",")
- We have failed many times. **However**, we keep trying.
- I want to go to your party. **However**, I have to visit my parents.

Linkers of contrast

nevertheless

- More formal than "however", but means the same.
- You can use it at the beginning or at the end of a sentence.
- He said his English is terrible. **Nevertheless**, he got an 8 on his English test.
- I knew a lot about the subject already, but his presentation was interesting **nevertheless**.

Linkers of contrast

although/even though

- Followed by Subject + verb
- **Even though:** given condition is negative, but the result is positive
- **Although:** given condition is positive, but the result is negative
- You can use them at the beginning or in the middle of a sentence

- **Even though** Ram hadn't studied, he passed the exam.
- **Although** Ram had studied very hard, he didn't pass the exam.

Linkers of contrast

despite / in spite of

- Similar meaning to **although/even though**
- Followed by **VERB +ING (gerund)**
- Followed by **noun**
- Followed by **pronoun**

- **Despite** the rain, we enjoyed the festival (despite + noun)
- **Despite** having a headache, I had a great birthday (despite + gerund)
- They never made much money, **in spite of** their success (in spite of + pronoun)

If you want to use a **clause** (subject + verb), you need to add "**the fact that**":

- **Despite the fact that** Mike is successfull at work, he is not happy.
- **In spite of the fact that** Mike studied hard, he didn't pass the exam.

Linkers of contrast

while/whereas

- Can be at the beginning or in the middle
- **While** I accept that he's not perfect, I do actually like him.
- She likes going to parties **whereas** I prefer staying at home.

Linkers of contrast

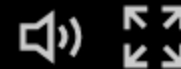
on the other hand

- To introduce the second of two contrasting ideas
- Can be at the beginning or in the middle
- She lacked experience, but **on the other hand** she was hard-working.
- I don't want to see him. **On the other hand**, I still have some things to tell him.

Speaking cards Linkers to compare and contrast



Deal out cards at random
from a shuffled deck.



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