

1. Presentation

A presentation is a way to give information to other people. It can be about a project, a product, a company, or any topic. Presentations are used at school, at work, in meetings, and at conferences. A good presentation helps people understand your ideas, and it can also make a good impression.

The structure of a good presentation

A good presentation usually has **three parts**: an introduction, a main body, and a conclusion.

In the **introduction**, you should say who you are and what your presentation is about. You can also say what the structure of your presentation will be.

In the **main part**, you explain your topic. It is good to divide your content into smaller sections. You should explain the most important points clearly and in a logical order.

In the **conclusion**, you summarize the main points and thank the audience for listening. You can also ask if there are any questions.

Presentation skills

When you give a presentation, it's not only about what you say, but also how you say it.

You should:

- **Speak clearly** and not too fast.
- Use **eye contact** to connect with your audience.
- Use **body language**, such as hand gestures and posture.
- Use **visual aids** like PowerPoint, pictures, videos or charts to make the presentation more interesting.
- Look **confident**, even if you are a bit nervous.

What to avoid

There are also things you should not do in a presentation:

- **Don't read everything from your notes or slides.** It's better to speak naturally.
- **Don't write too much text** on the slides – use short points and speak more.
- **Avoid speaking too fast or too slow.**
- Don't ignore your audience – try to keep their attention.
- **Don't forget to practice** – preparation is very important.

How to prepare for a presentation

Before your presentation, you should:

- **Prepare your content** well and check that everything is correct.
- **Practice your speech** – you can do it in front of a mirror or with a friend.
- **Be ready for questions** after the presentation.
- Prepare your **PowerPoint or visual materials** if you use any.

My personal experience

Personally, I have had to give several presentations at school. One of the most important was my **final graduation project presentation at secondary school**. I prepared a PowerPoint presentation and talked about my topic in front of my classmates and teachers. At first, I was a bit nervous, but I practiced a lot, so I felt more confident. I used eye contact, spoke clearly, and tried to explain everything in a simple way. In the end, the presentation went well, and I received positive feedback from the teachers.

Conclusion

To sum up, good presentation skills are important for every student and professional. If you prepare well, speak clearly, and keep the audience interested, your presentation will be successful. It's also important to practice and improve with every presentation you give.

Useful Vocabulary

| CZ | EN |
|------------------------|---------------------|
| Prezentační dovednosti | presentation skills |
| Oční kontakt | eye contact |
| Vizuální pomůcky | visual aids |
| Tělesná řeč | body language |
| Závěr | conclusion |
| Obsah | table of content |
| Publikum | audience |
| Nervozita | nervousness |
| Mluvit plynule | speak fluently |