

PREFACE

Praise and gratitude always the author to pray for the presence of Allah SWT for his favors and gifts the author can complete the **Presenting a Report** Module specifically prepared by the author to help learning in class XII SMK Taruna Bhakti Depok, West Java.

The author hopes this module can be used as a source of learning for class XII students of Taruna Bhakti Vocational School, although basically Taruna Bhakti students currently use online learning with Learning Management System (LMS), but there is no harm if this module is also used in learning.

In addition, the use of technology sometimes experiences obstacles either due to inadequate infrastructure or interference with the server that has been prepared in online learning, therefore by using this module, Taruna Bhakti Vocational School students can still participate in offline learning in their respective places.

The author would like to thank all parties for all forms of assistance that have been given and hopefully get a reward and mercy from Allah SWT. Aamiin

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DAFTAR PUSTAKA

INTRODUCTION

Description

English language ability is considered as the main capital in facing the era of globalization and English plays a role in the process of communication and information delivery. The English language is considered to have cultural and linguistic values that can be a solution to deal with various limitations in today's global world.

English Language and Literature are important subjects for high school / vocational students, because English is one of the media for understanding science and as a means of interacting and expressing. In language learning, language knowledge and skills are learned related to daily life, both verbally and in writing, for formal and informal activities.

This module contains material and learning processes related to English Language and Literature, which are presenting a simple report. This module is made as interesting as possible so students can be more enthusiastic in learning English.

The presentation of this learning module material is also equipped with enrichments that are creative, innovative, contextual, and in accordance with the concepts being studied. Thus students are expected to develop insight into productivity, life skills (life skills), curiosity, and desire to learn further.

PRESENTING A SIMPLE REPORT

1. Indicator

- Students should be to understand about preparation of report.
- Students should be to understand about presentation of report

2. Equipment

- Module
- Laptop

3. Material

A. Preparation of Report

Delivering a presentation is something that makes a lot of people scared by good reasons. You may feel scared because you have to stand in front of many people and explain certain material (especially if you have not mastered the material). Do not be afraid! There are several ways that can help you make a good presentation and the more you do it, the easier it will be!

1) Focus on your presentation. You will not be able to attract the attention of your audience to hear what you have to say if you make a presentation that is too long and not well organized. You must

ensure that your presentation is clear and focused, and any additions you enter must be able to support the main theme of your presentation.

2) The less the better. You do not need to provide information and important things in excess. Even though they are interested in the topic you are discussing, they will start daydreaming and not paying attention to you anymore. You should focus on discussing these 3 main headings but make sure that you provide information only that can support and explain these three main headings.

3) Determine whether you need to use presentation media or not. You don't have to use PowerPoint, or visual media, especially if you are a famous speaker and the material you are delivering is quite interesting. In fact, presentations with visual media often distract participants from the main discussion, which is your presentation material.

4) Practice. People might have reason to not have enough time to practice and ignore this, even though practice is one of the keys to success of a good presentation. By doing a presentation exercise before appearing, you can find out the difficulties or problems that may arise from the material and equipment you will use, and make your presentation run more smoothly.

5) Visualize success. This seems like a stupid way, but by visualizing the success of a presentation, you will really achieve success when making a presentation. You will be elevated to success if you have prepared your brain for this condition. You can do this preparation by finding a place to sit alone for a few minutes while imagining your presentation going well.

6) Dress yourself well. You must dress up well in order to achieve success. If you wear better clothes, your mindset will be directed at a good presentation. So that you still feel comfortable, try to choose clothes so that you not only look stunning but also can make you still feel comfortable.

B. Presentation of Report

When you want to make a presentation, there are a number of things that you must understand, including:

1) Face nervousness. Quite a lot of people feel nervous when giving a presentation, even though there aren't too many listeners. This is a natural thing. You just have to try not to look like you're nervous, if you can't get rid of it.

2) Involve the audience. To make your presentation memorable and interesting, you need to interact with the audience. Don't act as if

there is a wall between you and your guests, involve them in this presentation. Invite them to talk to you, rather than just you talking to them or with the wall behind, talk to your guests.

3) Appealing appearance. Appealing appearance is not the same as getting the audience involved (although you hope your appearance will involve the audience). In order to appear attractive you only need to try to be attractive and dynamic.

4) Bring your presentation in the form of a story. To get the attention of your audience, you need to be emotionally connected to them, and the best way to do this is to make your presentation as if telling a story.

5) Speak at a slower tempo. One of the most frequent ways to make a presentation chaotic is because the tempo of the talk is too fast, and most people make mistakes like this. They become nervous and like race against their own presentations, as a result the listeners become uncomfortable because of the insistent information. .

6) End with a memorable closing remarks. The beginning and end of the presentation is the most memorable part for the audience, so make sure you end the presentation with words that make them feel like they were beaten (this is only a figure of speech; don't hit your audience). You have to repeat the 3 main topics in this presentation

and make sure the audience understands why they have to understand the topics you discussed in your presentation.



C. Assignment

1. Acknowledgment

Answer the questions below:

As always, In presenting a report we need to make some preparations. Do you think that a long presentation will give a good attention from the audience? Why?

2. Life skill

Present a simple report of your own job sheet!

DAFTAR PUSTAKA

<http://winda201332097.weblog.esaunggul.ac.id/2013/11/29/tata-cara-melakukan-presentasi-yang-baik/>

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