**Unit 5. Making presentations**

***Discussion points***

* Do you have any experience of making reports in public? Speak about at least three things that were particularly difficult for you when making oral presentations.
* Remember any famous speakers / your lecturers who appeal / don’t appeal to you. Analyze their presentation style. What can make a powerful public speech? What is important when making a public speech?

**Read the text and make a list of the suggestions given to make your oral presentation perfect:**

**Oral Report**

More and more young people nowadays are involved in research and have to participate in the work of different scientific conferences. At some point in your scientific life you will be asked to make a presentation and you will be expected to deliver your presentation so that others can understand you. Giving an oral presentation strikes fear into the souls of many English as the second language students, but it needn’t. Following some simple suggestions should help you overcome much of your fear of giving an oral presentation.

First, be sure to prepare for the talk thoroughly. This means gathering your facts and organizing them logically. You can also prepare for your talk by thinking about the characteristics of the audience. Are they likely to agree with your conclusions or are they likely to be hostile? If you think that the audience might be hostile, it may be necessary to prepare answers to questions that might be raised during the presentation.

You will find that audiences generally love handouts. If at all possible, prepare handouts that illustrate some important concept in your presentation. You will find that handouts, like graphs, can make difficult points easier to understand.

The organization of the total presentation includes more than just the organization of the report. It also includes the physical preparation for the presentation: finishing the speech, designing the visual aids, checking out the room where you will speak (if possible), and rehearsing the presentation until it satisfies you.

In putting the finishing touches on the speech, you need to remember the three elements for gaining and keeping the audience’s attention: 1) tell the audience what you intend to say (the introduction); 2) support, explain and expand on the topic of the presentation (the body); 3) sum up your presentation (the conclusion).

It is necessary to capture the audience’s attention at the beginning of your talk. A powerful opening gives the presentation force and momentum which will help to ensure audience interest. Because the conclusion is the last thing the audience hears it‘s necessary to make it as forceful and convincing as possible.

Once you have delivered your talk, you must ask your audience for questions. Remain calm and don’t think that others are attacking your presentation. If you are confident and at ease, you will see that people will respond to you pleasantly. If you become angry or defensive, you will lose your audience.

***Vocabulary work***

**1. Choose the correct meaning of the word.**

1. An abstract is ... a) a remark c) a paragraph

b) a précis d) a note

2. A speech is... a) an utterance c) a thought

b) a discussion d) a glance

3. A report is... a) habit c) mark

b) knowledge d) statement

4. A discussion is ... a) a view c) a talk

b) a book d) a device

**2. Match the columns:**

1. an animated discussion c) a) заключне слово

2. to make a speech g) b) після тривалої дискусії

3. an opening speech d) c) жвавий диспут

4. a debate on the report h) d) вступна промова

5. a fruitful debate f) e) питання обговорюється

6. a closing speech a) f) плідна дискусія

7. a question under debate e) g) промовити слово

8. after much debate b) h) диспут по доповіді

**Key vocabulary:**

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| *to be involved in research, to participate, to make a presentation, to deliver a presentation, to give a presentation, to prepare thoroughly, audience, handouts, visual aids, rehearse a presentation, to gain attention, to capture the audience’s attention, to keep attention, to intend, to sum up, a powerful opening, convincing.* |