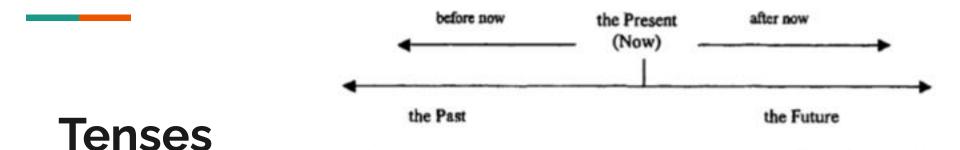
ENGLISH COMMUNICATION SKILLS

Lecture 6
Tenses
Presentation Skills



Past - Present - Future

Aspects

- Simple the basic past, present, future forms. This doesn't necessarily specify if an action is complete or not
- Continuous/Progressive ongoing or unfinished tasks in the past, present or future
- Perfect or Perfect Progressive if the action was completed

Recall - TENSES -

Look at **handout 1** for week 6. Fill in the chart as shown. Then check your answers.



Communication Apprehension



PRESENTATION SKILLS

Marketing Plan

So, you are requested by your boss to make a presentation.

Maybe you start panicking. You ask yourself "how can I face the audience"?

On the day of the presentation, you begin to sweat. Your heart beats faster and you think you might faint.

What is happening?

"Communication Apprehension" or the fear of speaking in front of others.

While this is normal, all you need to do is put that magic word "PRACTICE" into action.



What should I do to prepare for a presentation?

Find out all about the venue, For instance:

■What? (what is available – equipment, etc.)





•Where? (location – you need to be familiar with the place you are going to present in).

• When? (make sure you have the date, time, and day right)

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Preparation cont'd ...





 How? (Is it a group presentation or an individual presentation?)



Why? (Is it part of your coursework, will it give you marks, etc.)

•Who? (Who will be there? Lecturers? Peers? External Examiners?)

Preparation cont'd ...

Once you know all this, what next? Relaxation techniques

- Breathe do simple breathing exercises before and during the presentation
- Drink water

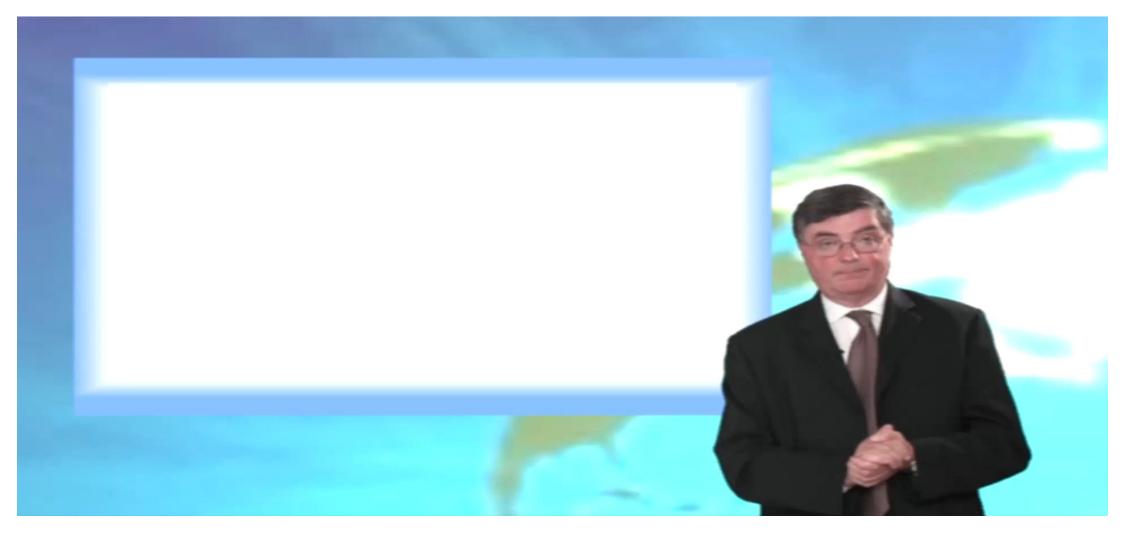
Let's watch a video on do's and don'ts (but don't call the audience guys) Video 1

https://www.youtube.com/watch?v=5p0rTNVNWN8

While presenting ...

- Smile (it helps you to relax)
- Look at the forehead, if you are too scared to make eye contact
- Visualize imagine an appreciative audience
- Move around will depend on type of presentation
- Speak slowly
- Stop thinking about yourself focus on sharing knowledge with audience
- Strategies tell them a story

Let's watch another video - Introduction to Presentation skills (2)



English Communication Skills
Antoinette Vanlangenberg Hettiaratchy / IIT

More advice ...

- Try this strategy:
 tell them what you are going to tell them
 tell them
 tell them that you told them
- Outline its important and it helps
- Cue cards (may be used)

SLIDES

* No distracting animations * Font size



*Background

Slides

- Keep it simple
- Use bullets not paragraphs
- 6 bullets per slide, 6 words per bullet
- Think of the slide as a note card
- Use images!
- No complete sentences if possible

Anything more?

Body Language (guess what the following letters stand for in BL)

EC

FE

G

P

Then what about VV? Or Vocal Variety

P

T

Eye Contact
Facial Expressions
Gestures
Posture
Pitch
Tone

Remember The Big Bang Theory? Let's watch what Sheldon & Penny have to say:



Winding up .. Let's go through the rest of the information in Lecture 6 Handout 2.



You never get a second chance to make a first impression.





Thank you!

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