

# Adapt your presentation on the go

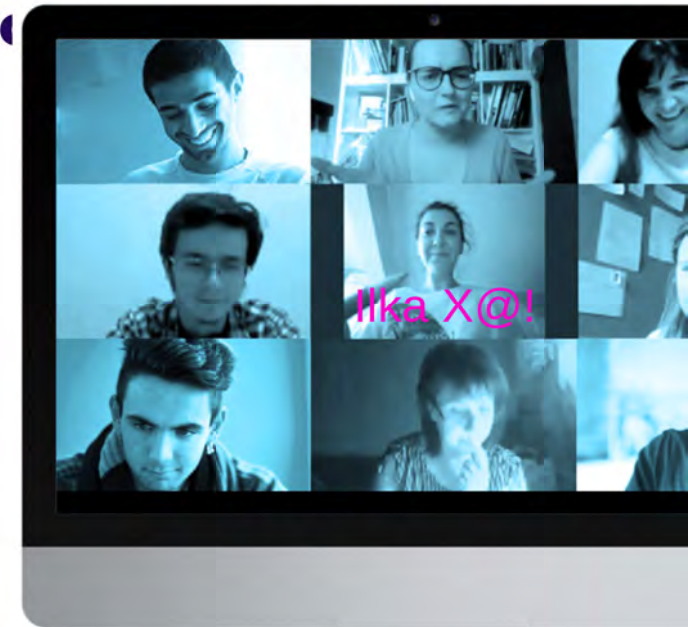
Professional Skills

Theme:  
Winning Presentations

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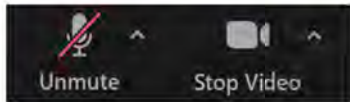
Before we start, please make sure...

- ✓ **your name on Zoom is clear (use Latin letters)**
- ✓ **your camera is on and mic is off (unmute when needed)**
- ✓ **you are in a quiet area that helps you focus**
- ✓ **you have a notebook or a note app ready to take notes**

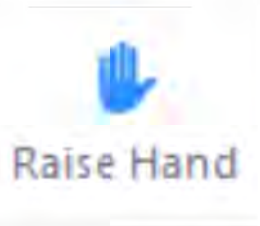


# Virtual learning tools

1



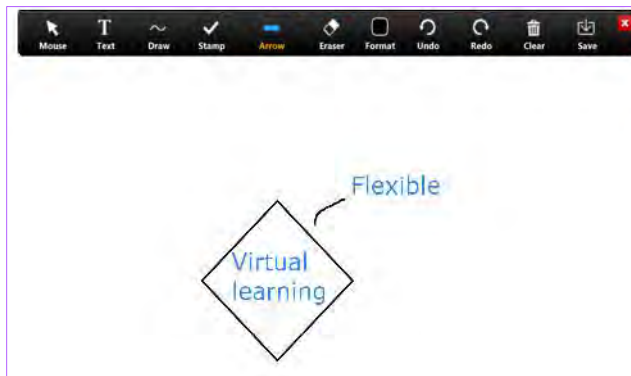
**Unmute** and share your response if you are instructed to (run the audio setup to check your mic).



**Raise** your virtual **hand** to participate.

2

Participate in whiteboard and on-screen activities using **annotation tools**.

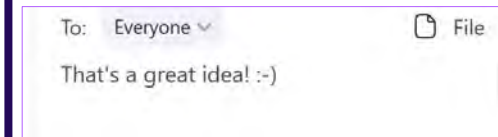


3

Follow instructions and use specific **annotation tools** from the dropdown menus.

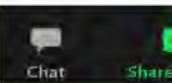
4

Use the **chat** to share ideas and answers.



Send your message to **everyone**.

Use **react** to give feedback signal you



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# How does it work?



**You need to complete all three parts to get the most out of your course.**

Prepare before class



Live class  
+  
After-class speaking session  
(optional)



Practise after class

# After-class speaking session

**Stay back after class for 5 or 10 minutes to talk to your classmates from around the world.**

**This extra speaking practice will help you...**

- improve your conversation skills
- practise using language learnt in class
- support and help your fellow students
- practise using English in a natural context
- become a part of a global learning community



# Pre-class activities

## Prepare before class



Reading body language



Responding to body language



Advice for difficult presentations



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## Your learning journey

### As a result of this lesson, you should be better able to...

examine ways to respond to your audience and deviate from your plan.

### You will find out about...

how to include last minute changes to your presentation

how to use cues in the audience's body language to inform you about their reactions to your presentation

### You will practise...

strategies for adapting your presentation on the go



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## Warmer (optional)

To what extent do you agree/ disagree with this statement?



**Plans are worthless, but planning is everything**  
Dwight D. Eisenhower



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## Lead-in

1. Have you ever come prepared to deliver a presentation and then found out a couple of hours before that you may have to change several things? If so, what did you do?
2. When would you make changes to your presentation? When would you AVOID making changes to your presentation?



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## **Skills focus 1: How would you respond?**

**You are going to see a series of images.**

**When you look at the picture, answer the following 3 questions:**

1. How would you feel if you were the presenter?
2. How would it impact your presentation?
3. How would you respond?

## Skills focus 1: How would you respond?



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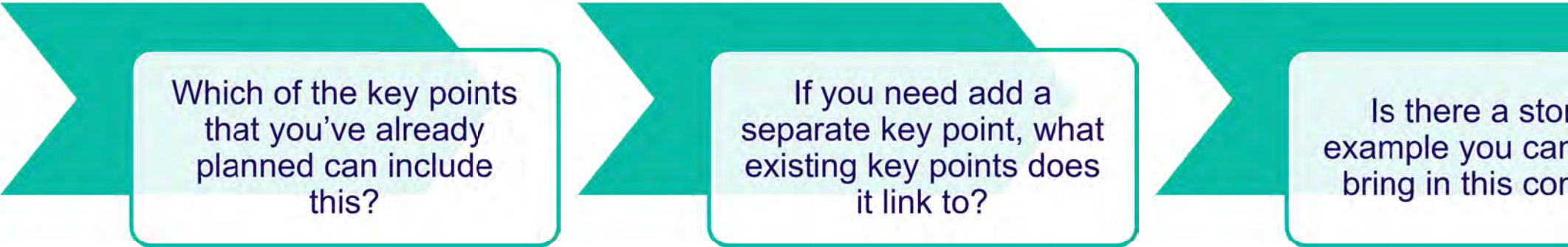
1. How would you feel if you were the presenter?
2. How would it improve your presentation?
3. How would you respond?

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## Skills focus 2: Last minute changes

**What is the easiest way to incorporate last minute changes?**

By finding a way to include the changes within the existing plan!



Which of the key points that you've already planned can include this?

If you need add a separate key point, what existing key points does it link to?

Is there a story example you can bring in this context?



# Skills focus 2: Last minute changes

Match the actions to the headings

1. Check if you can bring in additional points without much change

2. Ensure you can smoothly transition between points

3. Plan how you can make presentation engaging for a crowd if the audience size increases

In slides

- Use animation as prompts to help you remember what comes next.
- Add cues to indicate a last-minute case study, audio / video sample or interactive activity is coming up.

A

Ask yourself

- Which of the key points in your existing plan can include this change?
- Which key point can it be linked to if it needs to be added as a separate point?
- Is there a story or example you can use to bring in this concept?

Speak with the organisers. The changes required may connect to something you have already prepared.

B

- Modify activities or questions to suit a larger audience.
- Reflect on your use of space and body language. You may need to move around to address different parts of the room.
- Ensure all technical equipment will suit a larger group.
- Make sure you have enough handouts for you're using any.
- Adjust the font sizes on your slides for a larger room.



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# Task



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## Task: putting it all together

Each group is going to be given a different problem / situation.

Work together to come up with at least 5 strategies/ solutions then vote on the best one

**Group 1:** What can you proactively do when you're planning and designing?

**Group 2:** What can you do if changes are required close to the presentation time?

**Group 3:** What changes can you make when the audience size has increased?

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## Task: feedback

- What was the most useful strategy that you discussed?
- Were there any problems that you struggled to resolve?
- If you got a request to make last-minute changes, but didn't want to, how would you handle that?

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# Your learning journey: assess your progress

## Now you are better able to....

examine ways to respond to your audience and deviate from your plan.

## You have found out about...

how to include last minute changes to your presentation

how to use cues in the audience's body language to inform you about their reactions to your presentation

## You have practised...

strategies for adapting your presentation on the go



# What's next?

## Practice after class



Questions for adapting your presentation

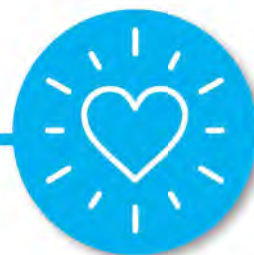
1. How to prepare for a last minute presentation:  
<https://speakupforsuccess.com/last-minute-presentation-part-3/>
2. How do you adapt your presentation on the spot?  
<https://drmichellemazur.com/2013/08/adapt-your-presentation-on-the-spot.html>
3. How to read and respond to your audience:  
<https://ethos3.com/how-read-respond-audience/>

# Action planning



## Head

Summarise what you  
learnt in this lesson



## Heart

What do you feel you  
should change in the  
way you influence  
others?



## Hashtag

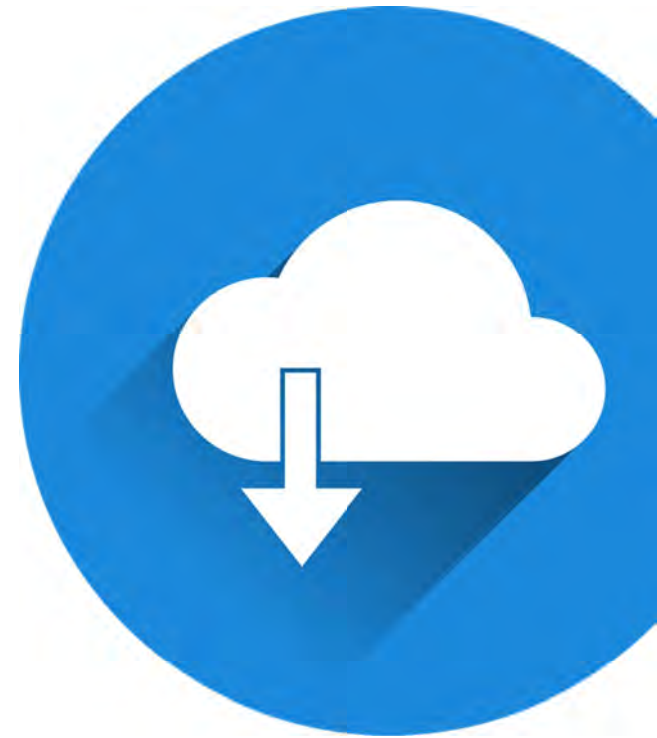
What will you share  
with someone else?

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# Materials

## Make sure you have

- the materials shared by the teacher
- saved the Zoom Chat





# After-class speaking session

**You can talk about any topic that interests you!**

**Use these questions as a guide, if needed.**

- Have you ever had to change a presentation at the last minute? Why?
- Are you good at speaking without a 'plan', or adapting a plan quickly?
- How can you engage the audience with WIIFM (what's in it for me?)
- What are some problems if you have to change a planned presentation?
- Is it possible to predict and practice possible changes?

## Dos

- ✓ Treat everyone with respect
- ✓ Keep your camera on to participate
- ✓ Let others share ideas
- ✓ Listen to everyone
- ✓ Click 'Leave' if you can't stay back

## Don'ts

- ✗ Don't take pictures or record
- ✗ Don't share personal information
- ✗ Don't let your children be onscreen

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# What do you think?

Do you like our new Professional Skills themes?

What did you think of the online activities?

What further information do you need?

For more information, write to

**[support.englishonline@britishcouncil.org](mailto:support.englishonline@britishcouncil.org)**



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# Teacher's Notes

This slide deck was adapted by Lucy McIndoe

## Notes

*Share your thoughts about the lesson with the next teacher*