

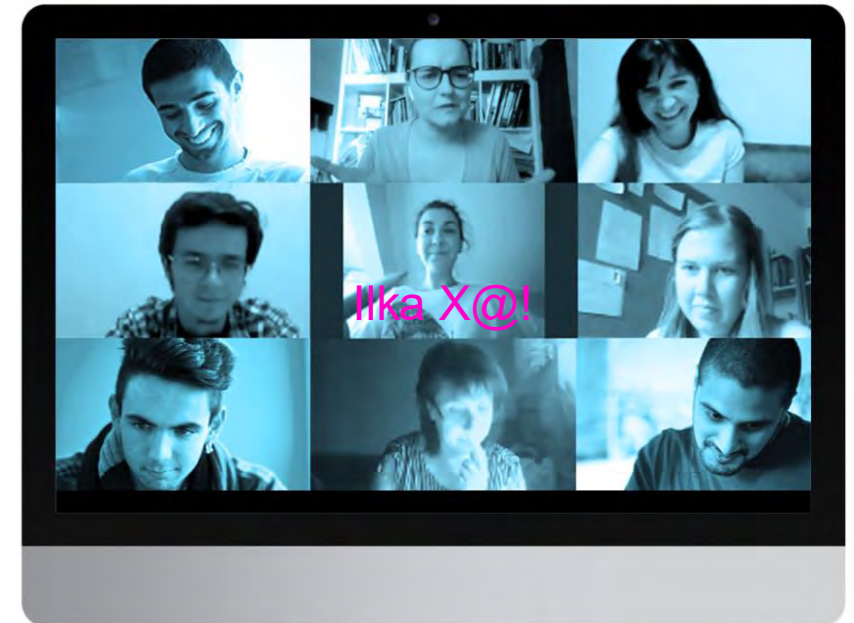
Presentations for international audiences

Theme: Business Communication



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

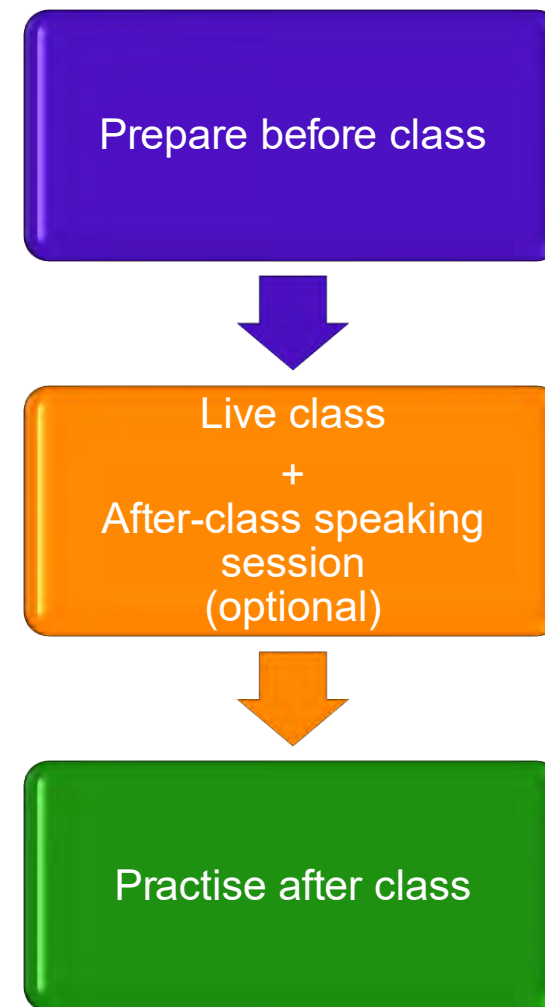


Welcome to English Online



How does it work?

You need to complete all three parts to get the most out of English Online.



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



After-class
speaking
sessions

Lesson objective

In this lesson you will discuss what advice should be given to someone giving a presentation in your country.

You are going to discuss the tips from the Prepare section and learn tips for giving presentations to international audiences.

You will learn and practise the lexis of presentations (collocations).



Lead-in

1 What do these quotes mean?

2 Which of these quotes do you agree or disagree with most? Why?

"If you have an important point to make, don't try to be subtle or clever. Use a pile driver. Hit the point once. Then come back and hit it again. Then hit it a third time – a tremendous whack."
Winston Churchill

"Talk low, talk slow and don't say too much." **John Wayne**

"In presentations or speeches less really is more." **Stephen Keague**

"Too many people spend too much time trying to perfect something before they actually do it. Instead of waiting for perfection, run with what you go, and fix it along the way ..." **Paul Arden**

Lead-in

Discuss these questions with your partner(s):

- 1) Have you ever seen a really good or bad speaker? Why was he/she particularly good / bad?
- 2) What's the most important thing: that they know what they're talking about or that they are good at public speaking?
- 3) Do you think there are big cultural differences between Europe, North Africa (Egypt, for example) and Asia? What about between Western Europe and Eastern Europe (Portugal and Ukraine, for example)? How might presentations in these continents be different?
- 4) Think of two tips you would give to someone who is going to give a presentation for an international audience.



Language focus 1

Look at the advice from the Prepare section. What do you personally think is really important?

- 1) Tell them the structure
- 2) Say numbers and dates slowly
- 3) Don't use sarcasm or irony.
- 4) Don't speak really loudly
- 5) Applause is not universal
- 6) Nodding your head can mean 'no'.
- 7) Use gesture but not too much
- 8) Visual aids can be distracting.
- 9) Speak clearly
- 10) Don't use slang or any gobbledegook.

Language focus 1

Remember a word from the Practice section that matches these definitions.

1 an informal speech or lecture **a talk**

?

?

2 the use of words to express something different from and often opposite to their literal meaning **irony**

3 a group of spectators or listeners **audience**

?

4 a person who speaks, especially at a formal occasion **a speaker**

?

?

5 a violation or breaking of a social or moral rule **an offence**

?

6 approval expressed especially by the clapping of hands **applause**

7 a motion of the limbs or body made to express or help express thought, or to emphasize speech **gesture**

8 an instructional aid, such as a handout or PowerPoint, that presents information visually **a visual aid**

9 manner or style of utterance, especially in public speaking or recitation **delivery**

?

?

Language focus 2 (correct answers in red)

Think: Which collocations are possible? (all of them might be possible)

1 a talk: give a / present a / make a / start

2 audience: know your / surprise the / greet the / research your

3 speaker: public / TV / English / great

4 offence: take / give / no / cause

5 applause: a round of / warm / cold / burst into

6 gesture: sweeping / bold / full / make a

Language focus 2

Complete the sentences with the correct form of a collocation.

- 1 East Asian business people might take offence if you interrupt them.
- 2 Researching your audience is really important so that you know exactly what they need to know.
- 3 He kept making sweeping gestures with his arms.
- 4 A few years ago I watched a scientist give a talk about acoustics in schools.
- 5 The presentation was a huge success and at the end the audience burst into applause.
- 6 Martin Luther King, Jr. is rated the top public speaker of all time because he spoke with such

Task



Task

Think of 5-6 pieces of advice you would give a foreign speaker giving a presentation in your country. Here are the aspects you may want to consider:

Consider these aspects:

length of presentation and attention span

body gestures

eye contact

audience reactions

visual aids

use of humour

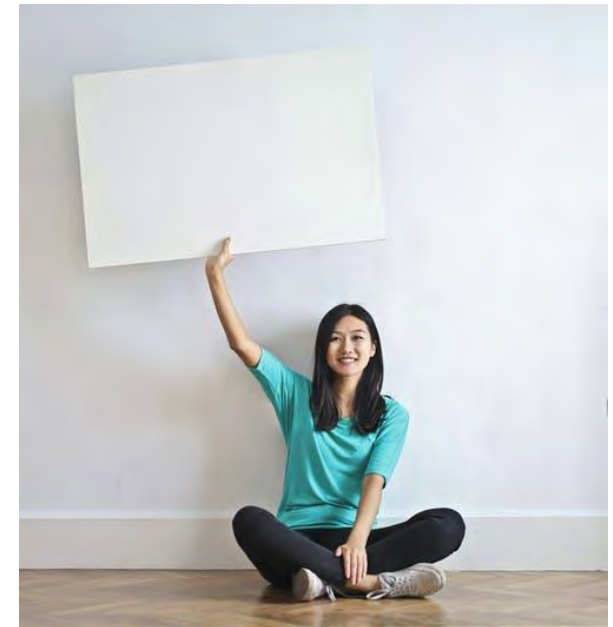
use of anecdotes

taboo subjects

question-and-answer sessions

personal appearance

Now share your advice in your group. Nominate a spokesperson to make notes on the most important tips for every country and report back to the class.



Feedback

What do you do in your free time?

I don't know what you mean?

Language/Speaking practice (Answers)

Complete the questions below and discuss with your partner.

1. What do you usually do in your free time?
2. Did you have the same hobbies when you were younger as today?
3. When is your family meeting next?
4. Who works the hardest in your family?
5. What is the best place you have visited in your life? Why?
6. When are you going on holidays next? Where?
7. How has the world changed since you were 10 years old?



Review

In this lesson you will discuss what advice should be given to someone giving a presentation in your country.

You are going to discuss the tips from the Prepare section and learn tips for giving presentations to international audiences.

You will learn and practise the lexis of presentations.

Lesson materials

Make sure you have

- **downloaded the *.pdf with this presentation**
- **saved the Zoom Chat**



What's next?

Check the most common collocations on this fun website:

<https://inspirassion.com/en/adj/chat>

Use a dictionary to check which words often go with the word you've learned:

<https://www.ldoceonline.com/>

Review the flashcards from Progress every week and try to remember the collocates!

Book your next English lesson and make sure you do the Prepare and Practise activities before your next lesson!

After-class speaking session

You can talk about any topic that interests you!

Use these questions as a guide, if needed.

- Do you enjoy delivering presentations? Why/Why not?
- What are the characteristics of an effective presenter?
- What kind of things should we keep in mind if we're delivering a presentation in your country?
- What tips/strategies can you share for managing our nerves before and during a presentation?
- What do you think of PowerPoint? Are you good at using it?

For help, contact:

support.englishonline@britishcouncil.org

Dos

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

Don'ts

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