

Oral English for Business and Technology

Class 3

by Ian Robert Blair, M.Sc.

Agenda

- Presentation Design
- Group Presentation

Discuss Homework

- Vocabulary Review

45 min.

Presentation Design 1

- Keep it simple (try to use fewer than 8 bullet points on each slide)
- Your slides should have plenty of "white space" or "negative space"
- Do not feel fill empty areas on your slide with your logo or other unnecessary graphics or text boxes
- The less clutter you have on your slide, the more powerful your visual message will become
- Use high-quality graphics including photographs
- Use a theme/template or create your own (or download a new one)
- Use diagrams (i.e. cycle, sequence, comparison) and Charts instead of boring text [*office smartart*]

20 min.

Presentation Design 2

- Never use a font smaller than 16 (20+)
- Use conservative Sans-Serif fonts (ex. Helvetica or Arial)
- Use video and audio when appropriate
- Use very few transitions or text animations, they can distract the audience and look amateurish
- Practice your presentation

Listening

- What is a process?
- What is a thread?

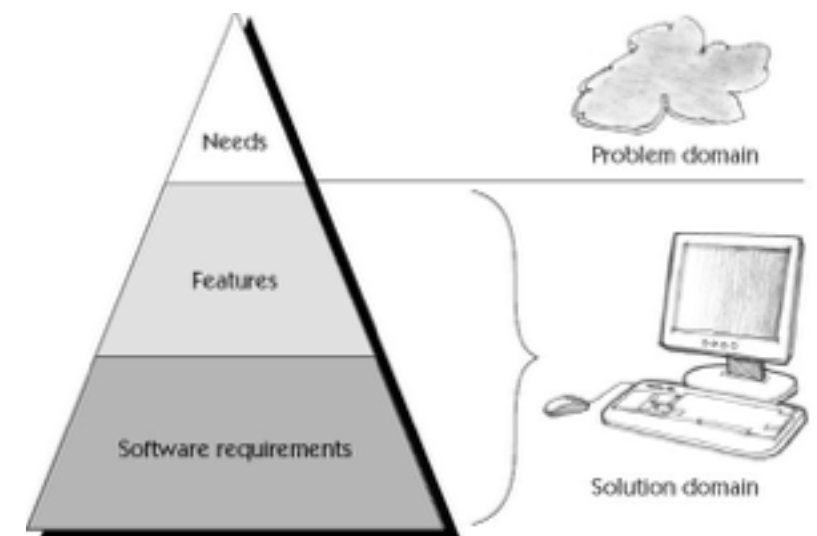
Short Group Presentation

- Come up with an idea for a **new** software application (app)
- Give a short 3-5 minute presentation on it
- Discuss the following
 - Name
 - Features
 - Advantages
 - Price
 - Marketing

30 min.

Role Play - System Requirements

- As a team you must come up with **10 Requirements** the systems “Must/Should/ Shall/Will do”
- For Example:
 - *"The System must provide security that a Dealership can view purchase data only for their own Customers."*
 - *"The System must calculate the amortization schedule for a Mortgage, given the Interest Rate, the Amount Borrowed, and the Number of Payments & Payment Frequency."*



Homework 1

- Create a power point (or keynote) presentation describing a company you would like to work for (3-5 minutes)
- You must have:
 - Title
 - Agenda
 - Describe company (history, financials, products...)
 - Conclusion

Homework 2

- Do 1.10-16 in “Check your English Vocabulary for Computing”

Contact

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