

Oral English for Business and Technology

Class 4

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Agenda

- Presentation Best Practices
- Documentary: Revolution OS (2001)

Homework 1

- Create a power point (or keynote) presentation describing a company you would like to work for (5-8 minutes)
- You must have:
 - Title
 - Agenda
 - Describe company (history, financials, products...)
 - Conclusion

Presentation Design

- 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"
- Don't use unnecessary graphics
- 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*] to show data

Presentation Requirements

- Greet the audience
- Introduce yourself
- State the topic
- Give the agenda
- Maintain eye contact with the audience
- Control you body and your hands
- Don't speak too quickly or too slowly
- Speak clearly
- Use good grammar
- Stay within time limit

20 min.

Homework

- Create your presentation (Practice, practice, practice!)
- Go to one of these sites:
 - linux.com
 - www.linux-magazine.com
 - www.linuxjournal.com
- Find an article, and write a 50+ word summary on it.

Contact

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