

Making a basic presentation

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_3420X

LANGUAGE
English



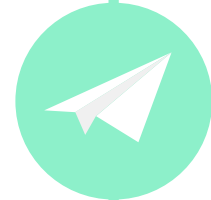


Goals

- Can identify and explain the features of a basic presentation.
- Can plan and deliver a straightforward and well-structured presentation.



Speaking in front of people is not the easiest task. Follow the steps presented in this lesson and your audience will be **delighted!**





Preview

- In this lesson, you will learn how to **structure** and **deliver** a short **presentation**.



After making a successful public **presentation**, the mayor was re-elected.



Do you remember these phrases?

ladies and gentlemen

move on to

I would like to

start with

to summarise

divided into

talk about

as you all know





Vocabulary in context



When making a formal speech, you welcome the audience by saying **ladies and gentlemen**.

I would like to tell you a little bit about myself before introducing my business plan.



To summarise, I organised the facts that I presented earlier in a table.

Talking about sensitive topics in public is not a good idea.





Vocabulary in context



As you all know, we do not allow smoking in this building.

This presentation will be **divided into** four sections.



Before presenting the figures, I would like to **start with** an anecdote.

Let's **move on to** the next section.





Write your own sentences

Write your own example sentences using the words or phrases below.

1. I would like to...

2. talk about

3. move on to

4. start with

5. divided into

I would now
like to move on
to the main
topic.



Presentation problems

Discuss the questions below.



1

What could you do to feel **prepared** and **relaxed** before giving a presentation?

2

What are some of the things that could **go wrong** during a presentation?

3

How would you **deal with** the things you discussed when answering the previous question?



Preparing for a presentation

- Before giving a presentation, you have to **take your time** and **plan it thoroughly**.
- When preparing, ask yourself the questions below.

topics	questions
purpose of the presentation	What is the message I want to transmit?
audience	Who am I talking to?
structure	How long will I speak? How many parts do I need? What is my conclusion?
logistics	Will I use a presentation? How many slides should it have?
content	Am I providing an argument? Am I sharing data? Will I suggest anything?



Formal or informal?

In English, we use different introductions for different audiences when giving a presentation.

How would you address your audiences in these situations?

1. your colleagues
2. teenagers on an educational school trip at your company
3. international business owners
4. your manager at work
5. a hiring manager



First impressions

What does the proverb below mean?

Why do you think making a good first impression is important?



First impressions are the
most lasting.





Introduction

- It is important to give a **strong** and **good first impression**.
- **Don't forget** to make sure you look **smart**.

what to do in an introduction

introduce yourself

talk about the content and structure of
your presentation

talk about the main subject





Write a sample introduction



Write an **introduction** to a presentation on any topic. You can choose a work-related topic if you like.

Remember: an interesting **hook** will grab your audience's attention.



Main body

- The **main body of the presentation** is the most **informative** and **awareness-raising** section.

- Remember that too many pictures or film clips can be **distracting**.
- Be aware of **what information is on the slide** (if any) and **what you need to provide verbally**.
- Double check that **people are following you** and that your arguments are **clear**.





Main body

- In the main body you should try to use **connectors** such as **linking words** or **signalling words**.
- This will make your presentation sound more **natural** and give it a much better **flow**.

Examples of English connectors for presentations:

- firstly, secondly, next, finally, before, afterwards, then
- besides, furthermore, in addition, additionally, moreover, in fact
- however, although, despite, still
- therefore, consequently, as a result, thus
- definitely, certainly, without a doubt
- for example, for instance
- as I have shown, as we have seen, in conclusion, as a result, as you can see



Practise using some of these connectors in sentences

as a result

before

additionally

As a result of the team's hard work, we are now ahead of our monthly target!

however

for example

as we have seen

as you can see

therefore

finally



Main body

Think about the topic you wrote about on p. 14.
Write a short main body for your presentation.

- State your main idea.
- Analyse your argument by providing supporting details.
- Give further explanation.



Try to use some of
the connectors listed
on p. 16.

Firstly, I would like to
talk about current
environmental issues.
In addition...





Conclusion

- Because the **conclusion** is the last part of your talk, it brings closure to a presentation with a lasting impact.
- See below for some tips about what you should do during your conclusion.

things to do in a conclusion

summarise the main arguments

show how the conclusion follows on
logically from the main body

ask if anyone has questions or comments





After the presentation

- Give the audience the opportunity to **ask questions** about the presentation once you are finished.

- Ask yourself:
 - What will my audience probably ask questions about?
 - Which parts are the most difficult to understand or are potentially unclear?
- Be **humble**.
 - If you don't have an answer, **admit it** and commit yourself to future research.





Throughout the presentation

- Below are some other things to keep in mind **throughout** the presentation.

things to consider

answer most of the basic questions:
when, where, what, why, who and how

use complete sentences

ensure you are loud and clear





Be an audience

Empathy is understanding how other people are feeling by imagining that you are in their situation.

Put yourself in an audience's shoes and answer the questions below.

What do you expect from a presenter?

How would you like to be addressed or treated?

What kind of visual aids do you like to see?

What makes a presentation interesting?



Useful phrases for presentations

- Here are some useful phrases and expressions that you can use during a presentation.

introduction	main body	conclusion
Thank you for coming.	So, let's begin with...	To sum up...
Today I'm going to talk about...	Moving on to...	As you can see...
I would like to start by...	Let's move on to...	Thank you for listening.
Could I have your attention, please?	My next point deals with...	Does anyone have any questions?
It's an honour to be able to present to you today.	And, last but not least...	In conclusion...



Useful phrases

**Can you think of any more useful phrases?
Write them down and then share them with your teacher or
classmates.**

introduction

main body

conclusion

answering
questions



Share your experience

Discuss the questions below with your teacher or classmates.



1

When was the last time you watched a good presentation?

2

What was it about?

3

Was it informative and enjoyable?



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?









If you have time, go over
the most difficult slides again





Homework categorise activity

Thank you for coming.

In conclusion...

My next point deals with...

I would like to start by...

Moving on to...

Thank you for listening.

Could I have your attention, please?

Last but not least...

To sum up...

So, let's begin with...

Today I'm going to talk about...

Does anyone have any questions?

introduction

main body

conclusion

[illegible]



Homework answer key

Exercise p. 29

introduction

Thank you for coming.
I would like to start by...
Today I'm going to talk about...
Could I have your attention, please?

main body

Moving on to...
My next point deals with...
So, let's begin with...
Last but not least...

conclusion

To sum up...
Thank you for listening.
In conclusion...
Does anyone have any questions?



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