

## Presentations - Checksheet

Content	Presenting
Beginning	What did the speaker do? How did s/he do it? What was the effect?
Introduction/overview	
Content / actual information given (easy to follow?)	
Using powerpoint slides (or other visuals)	
Voice and body language	
Interaction with audience	
Summing up /concluding	
Questions	

## Pooling your knowledge

You have certainly had some lessons/input on giving presentations before, so now you should try to remember all the good (and bad?) advice you have received. It would be interesting to compare what you knew before with what you have seen in this lecture – how does it match up?

*(New ideas/insights)*

Using powerpoint (and other visual aids)

Structuring your talk

- beginning
  
- the main part(body)
  
- ending

Using your voice well

Making the content easy to understand

Communicating with your audience

Other points

## Signposting – signalling your position and direction in a talk or presentation

This is an important skill and involves employing some expected key phrases which guide your listeners through your talk. We can divide most talks into beginnings, body (transition) and closings.

Can you complete these signposts and perhaps add 1 or 2 things you would use?

### Beginnings

Beginning and introducing your topic:

- I'd like to .....
- Today I'm going to .....

Starting, getting down to it:

- So, first of all .....
- My first major .....
- 

### Transitions

Moving further on:

- Next we have to .....
- Secondly, it's important .....
- 

Going deeper:

- If we look closer at this.....

### Ending, closing

Results, conclusions:

- Having considered all this information, .....
- So, what are the answers to .....
- 

Summing up:

- If I can go over .....
- So, to sum up what .....
- 

Thanking:

-

## **Practice: Mini presentations (about 2 - 3 minutes)**

Choose one of these topics and prepare your short presentation using half a page of notes at maximum

### **A: Do and Don'ts when using a powerpoint presentation.**

What are the advantages and disadvantages?

What are 'bad' powerpoint presentations?

What are the most common mistakes that you should avoid'?

What is powerpoint good for / good at?

### **B: Rapport: reaching your audience**

How can you catch and keep your listeners' attention?

What part does body language play here?

Your main/most important message?

### **C: Delivery: using your words well**

What's important when you are actually speaking / giving your presentation?

What can you do to make 'sure' things go well?

How can you make your (technical) language understood?

Is speed important?

### **D: Beginnings and endings (and 'middles' too!)**

Why is a good beginning important – how can you 'do' it?

What is likely to come at the end of your presentation?

What can you do to help move from one part to another?

## ETP 2 - Framework of the English presentation:

The aim of this project presentation is to put your product in a good light (sorry for the 'Moodlight' pun!). This means that rather than as engineers, explaining the technical aspects of your design, you should present/promote your Moodlight as if wishing to introduce it to the market or to a possible supplier, who would then market your product (hopefully making good money for you, the 'patent' designers).

Therefore you can suppose your audience to be people from such a company wishing to put similar products as yours on the market. They would certainly have at least some basic knowledge of electronics and these kinds of devices - and they may even ask you to explain exactly how some part works during your presentation - **but they would be more interested in hearing what makes your product better or outstanding. Thus, you should focus on explaining why your moodlight works so well and what features make it special, rather than describing exactly how it works technically.**

This example may make things clearer:

➔ *"..... due to our modular design our moodlight is extremely flexible, and can be used in many different environments, for example as a 'more gentle' alarm clock, where the colour and intensity of light can be set to each individual's wishes. This is done through.....".*

Especially from the English point of view we are looking for a strong communicative approach which gets your message across clearly and yet concisely. It is better to concentrate on talking **to** your audience, rather than delivering a word perfect address. You will probably make a few mistakes in what you say (even native speakers often make slips), but as long as there are not too many mistakes which would make it difficult to follow or understand your message, this is not so important.

## Signposting – signalling your position and direction in a talk or presentation

### Beginnings

Beginning and introducing your topic:

- ➔ I'd like to speak to you today about something which . . . .
- ➔ Today I'm going to discuss the pros and cons of . . . . .

Starting, getting down to it:

- ➔ So, first of all we have to realise/know that . . . .
- ➔ Before I go into detail, you should be aware that . . .
- ➔ My first major point is . . .

### Transitions

Moving further on:

- ➔ Next we have to consider . . . . .
- ➔ Secondly, it's important to remember that . . .
- ➔ My next point concerns . . .
- ➔ Moving on to (*the problems....*) , we see that . . .

Going deeper:

- ➔ I'll now go on to say a little more about . . . .
- ➔ If we look closer at this subject/question of . . .

### Ending, closing

Results, conclusions:

- ➔ Having considered all this information, we must (surely) conclude that . . .
- ➔ So, what are the answers to (some/all of) these questions?
- ➔ When we analyse these facts (figures), it seems to show (prove) that . . .

Summing up:

- ➔ If I can go over (recap on) some of the main points again, we see that . .
- ➔ So, to sum up what is important here, . . .
- ➔ To finish, I'd like to repeat what is crucial (important) to this question,

Thanking:

- ➔ Finally, I'd like to thank you all for coming/listening
- ➔ Thank you for being such a good audience