

54 Presentations 1: getting started

A Preparation

Naomi Usk is an expert in presentation skills. She gives this advice for presentations:

- Start to prepare – get ready – early.
- Think about your audience – the people who will be at your presentation.
- Write notes. Prepare slides, for example by using Microsoft PowerPoint.
- Prepare handouts – pages with information for the audience.
- Check the room – make sure the room is ready. Is there a microphone / a projector / a flipchart / a whiteboard? Is there an interactive whiteboard – a whiteboard connected to a computer, which the presenter controls using their finger or a special pen?



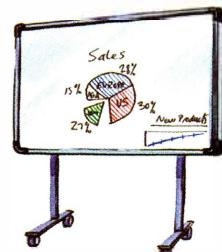
A microphone



A projector



A flipchart



A whiteboard

B Introduction

Introducing yourself and your subject

Good morning. My name's ...

I work for Shell. I work in
the research department.

Today I'm going to talk about ...

Giving the plan

First, Then, After that, Next, Finally,	I'll I'd like to	talk about discuss look at say something about move on to	sales. our products.
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Talking about questions

If you have any questions, please feel free to interrupt me – stop me while I'm talking. I'll be happy to answer them at the end.

55 Presentations 2: the main part

A Starting the main part

Presentations are usually divided into sections – parts.

First (of all),	let's	look at	the products.
Firstly,	I'd like to		the sales figures.

B Moving between sections

That's	enough on all we have time for on all I have to say about	the products. the sales figures.
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(So)	second, secondly, third, now,	let's I'd like to	move on to turn to	the next	point.
(And)	finally,			the last	

C Slides and handouts

This slide/handout shows Let's (have a) look at What I'm showing you here is What you can see in this slide is	last year's sales. all our products.
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D Ending and questions

Ending

That is the end of my presentation. Thank you very much.

Thank you for listening.
coming.

Questions

Are there any questions?
I'm sorry, but I didn't follow your question. Please could you repeat it?
I'm sorry, but I can't give you that information.

If you have any questions, I'll be happy to answer them now.
I'm sorry, but I don't know the answer to that. Can I check and get back to you?

Note

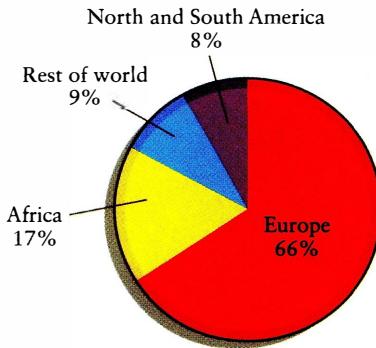
The noun **information** is uncountable. You can talk about bits, items or pieces of information, but you can't say 'informations'.



56 Presentations 3: charts and graphs

A Pie charts

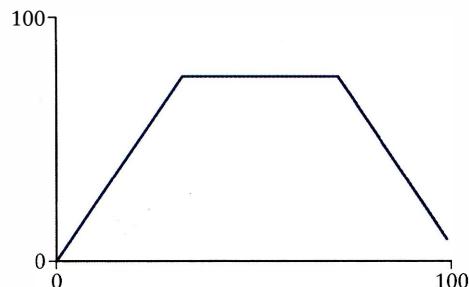
This pie chart shows where French people went abroad on holiday last year.



This segment The orange segment The yellow segment The segment shaded blue	shows	that most people went to Europe on holiday – 66 per cent. the proportion of people who went to Africa – 17 per cent. the percentage of people who went to North and South America – 8 per cent.
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B Graphs and bar charts

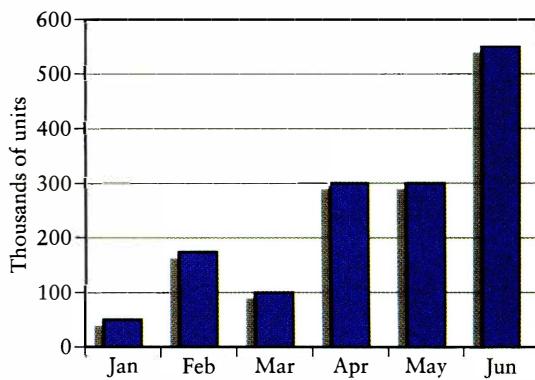
rise	stay the same	fall
go up	remain steady	go down
increase	level off	decrease



This line graph shows how figures/quantities/sales rose, stayed the same and fell.

This bar graph or bar chart shows sales of Ruby phones from January to June last year.

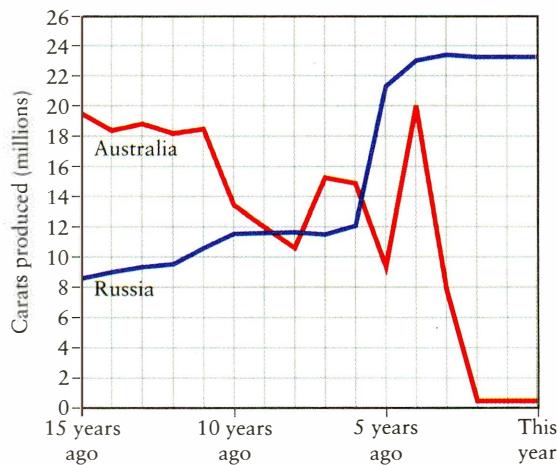
In January last year, Ruby sold 50,000 phones. In February, sales increased to 175,000. Sales in March decreased from 175,000 to 100,000 units. In April, sales went up by 200,000 units to 300,000 units and in May they remained steady. Then in June, sales went up by 250,000 units to 550,000 units.



A

Graphs

This line graph shows world production of diamonds over the last fifteen years in Australia and Russia. Production is measured in carats. Fifteen years ago, Australia produced nearly 20 million carats, but production there has fallen steeply to less than 1 million carats this year. Production in Russia rose steadily for the first nine years, from 9 million carats to 12 million. It has increased dramatically since then, to reach 23 million carats today.



B

'Less', 'more' and 'the same'

Production	is has been was	(much) (slightly) (about)	less more the same	in X	than as	in Y.

Note

You don't say 'more than', 'less than' or 'the same than'.



C

Adjective and noun combinations

There was a There has been a	fast steep dramatic rapid	rise. increase. fall. decrease.
	slow gradual slight small	

D

Comparative adverbs

Adjective	Adverb	Comparative adverb
fast	fast	faster
slow	slowly	more slowly
gradual	gradually	more gradually

For comparative adjectives, see Unit 32.

A

Company sites

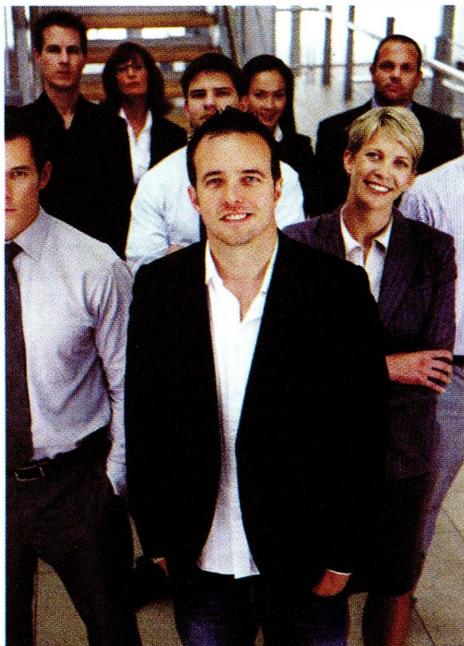
At Ruby's main – most important – site you can find:

- the reception area – where visitors arrive
- the offices – where people work on managing, planning, etc.
- the factory or manufacturing plant – where products are made
- the R&D (research and development) department – where people work on new ideas, products, etc.
- the training department – where employees learn how to do their work

B

Introduction to the tour

Guide: Good morning, ladies and gentlemen, and welcome to Ruby. Today, we're going to see some of the departments on this site. We'll start here in the reception area, then I'll show you the main departments and finally we'll look at the production area. I'm afraid we don't allow photography during the tour.



C

Guided tour

Guide: Let's now leave the reception area and move on to the offices. Come this way, please.

Here on the left you can see the marketing department and on the right, the finance department. This is our finance director, Cara Long.

Cara Long: Hello, everyone.

Guide: Follow me and let's go into the manufacturing plant. This is where we make our mobile phones. We make a million phones a year in this plant.

Right, let's continue now to the research and development department. I'm afraid this area is restricted – closed to the public. But as you can see through the window, we're testing new designs for our phones.

Now, finally, we can have a look at the training department. This is where we do all the company training. In this room, you can see some of our managers from the finance department on a course in advanced finance. Can I ask you to keep your voices down – speak quietly – in this area?